



# Resume / Interview 101

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MARCH 22 2018

# About Me



- ▶ 17 Years in the Workforce Solutions Industry
- ▶ Account Manager
- ▶ Recruiter

## Companies

- ▶ JC Penney, First Horizon Home Loan, Texas Instruments
  - ▶ Specialty is Interview Preparation
- 

# Cover Letter

Dear Hiring Manager,

I am writing to express interest in your **{POSITION}** detailed on your career page.

I am drawn to this position for several reasons. First, I have **XX** years' experience **{WHAT DO YOU DO}**. Under my effort, I have **{ACCOMPLISHMENTS}** My career accomplishments include **{NAME ACCOMPLISHMENTS}**. What makes these accomplishments so incredible is **{SELL YOUR ACHIEVEMENTS}**

I look forward to the opportunity to discuss my qualifications more in depth.

Thank you for your time and consideration.

Thanks and Regards,

# What is or is not a Resume

## IS

- ▶ Chronical of your career
- ▶ What you do on a Daily basis
- ▶ Highlight your accomplishments
- ▶ A Tool to sell yourself
- ▶ Should be a basic framework able to be customized for specific jobs

## IS NOT

- ▶ Something to embellish
- ▶ Chiseled in Stone
- ▶ Something to be forgotten until "rumors"
- ▶ Repetitive – do not put the same verbiage down for each job

# Resume Basics

## Chronological

- ▶ Most common format
- ▶ Displays experience in a methodical order
- ▶ Natural Flow
- ▶ Don't use the same information for each section
- ▶ Clear & Concise Information

## Functional

- ▶ Least common
- ▶ All encompassing experience section
- ▶ Just lists companies and dates
- ▶ Used when trying to hide something (perception)
- ▶ Huge Paragraphs difficult to read



# Resume Layout – Contact Section

## Personal Information

- ▶ Check the basics – Spelling, Email correct etc

First M Last

1201 Floyd Circle Dallas TX 75243

214-999-1854 [email@Destination.net](mailto:email@Destination.net)



# Resume Layout – Objective & Accomplishments

## Objective:

- ▶ What are you wanting

## Accomplishments:

- ▶ Awards
  - ▶ Recognition
    - ▶ Monetary Saving Initiatives (Quantify)
    - ▶ Project – Quantify size and scope



# EXAMPLE

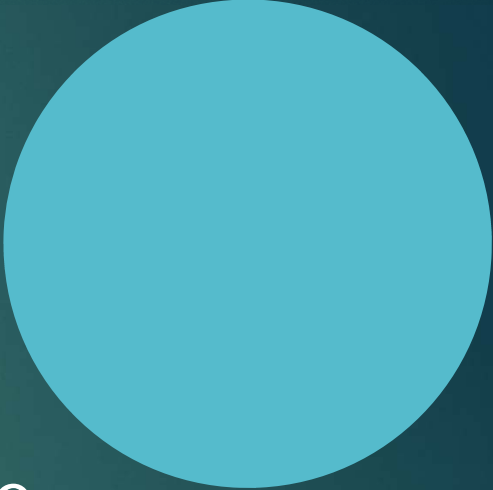


- ▶ Objective: Continue career of Account Management and Development
- ▶ Accomplishments: Won Supplier Excellence Award (SEA) with 2 different companies managing Texas Instruments account



# Resume – Career Experience



- ▶ Clear, Concise informative bullets
  - ▶ What do you do daily?
  - ▶ Use action words - Responsible for
  - ▶ Avoid – I did, I worked, I handled.
  - ▶ Don't stick to one page if your experience warrants more
  - ▶ You are selling your self here!
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## Experience

Jan 2011 – Present

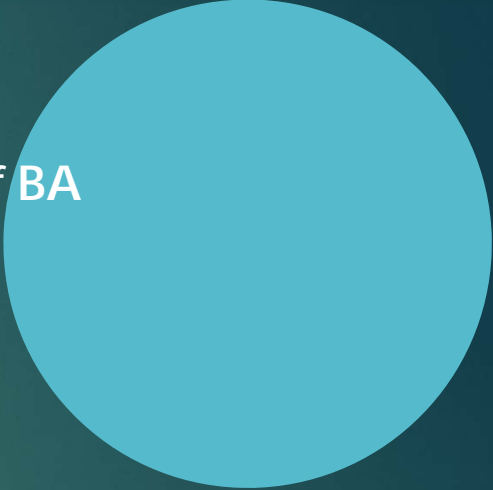
### Talent 101

#### Account Manager

- Responsible for daily account management activities, developing relationships with Engineering Managers, Product Line Managers and Business Unit Managers to identify, scope and close business engagements.
- Responsible for increasing Talent 101 account expansion for Texas Instruments
- Handle primarily engineering business closing IC Design (Analog & Digital), Design Verifications (AMS and Digital), Layout, Physical Design, Test (DDR and machine conversion) and Semiconductor wafer FAB automation.
- Qualify, assess, scope and close Engineering requirements for contract/full time projects both on Time and Material or Milestone deliverable basis.
- Write SOW for submittal and client approval process.

# Resume – Education



- ▶ List your Degree earned
    - ▶ Only your degree earned, not like 4 hours short of BA Management
  - ▶ Do Not have to list the year graduated
  - ▶ Prior to submittal, make sure your resume is geared toward the job
- 

# EXAMPLE



## Education

University of New Orleans BS Business Management  
3.3 GPA 1988 – 1993



Why Clear and Concise?????



# Interview Prep



When are you lucky???

You are lucky when Preparation meets  
Opportunity!!!



# Interview Prep



- ▶ If Direct: research company online
  - ▶ Who are clients
  - ▶ What industries do they serve
  - ▶ Approximate annual sales
  - ▶ Other openings?
  - ▶ Glassdoor



# Interview Prep




## Through third party

- ▶ Try to get inside information – see if there is an account manager to talk to
- ▶ Should have some idea of what is really important and not written – Job Descriptions often do not contain what is critical
- ▶ Never sign an exclusive RTP with out reading it first
- ▶ Ask why you have to sign a RTP
- ▶ Never Sign a “Blanket” RTP



# Interview Prep - CRITICAL



- ▶ A few days prior to interview, begin thinking of your experience, tie it to the job description and begin thinking "How would I answer this"
  - ▶ Really think about it
  - ▶ If this, then that.....
  - ▶ Increase the frequency as the time gets nearer
  - ▶ A few minutes prior to the interview = Focus on the task and mentally relax
  - ▶ Remember you are lucky!!
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# Closing the Deal



- ▶ When prompted for questions, ask one or more questions related to the job

WRITE THIS NEXT STATEMENT DOWN

- ▶ Your final question is – “Have I answered all your questions about my ability to do this job for you?”

Then shut up and LISTEN

- ▶ If they say anything other than yes you have, discuss the objection. You wont get a second chance.

# Leaving the Room



## Bad

- ▶ "Thanks so much for your time, I can't wait to hear from you"
  - ▶ Still waiting for the phone call

## Good

- ▶ "I am pleased to hear my experience fits your needs. I can start next Monday if you decide I am the right candidate. When will you notify the person you wish to bring in?"

# Sample Questions



What are the biggest challenges this position faces?

Where did previous incumbents succeed? Fail?

What is a typical Day like?

What are the main tools I would be using?

# Bad Sample Questions



How much does this pay?

What are the holidays?

Do I have to be here every day?

When is my first raise?



# Follow Up



- ▶ You are entitled to follow up for an answer
- ▶ Can be difficult, people don't like giving bad news
- ▶ Use the contact medium used to schedule the interview to follow up.

# Miscellaneous



- ▶ If you don't know an answer, tell them how you would find the solution
- ▶ If in a team interview – eye contact and address everyone
- ▶ Sometimes you have to give some portion of personal information for a Customer Portal.
- ▶ You don't have to air out your dirty laundry – don't give too much information.
- ▶ If asked, then be clear and honest – but until asked do not volunteer negative aspects.

**THANK YOU**  
Russ and Angela

**QUESTIONS?**

