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Résumé Hurdles

- » too long vs. too little detail
- » lack of key industry words
- » articulating accomplishments and results
- » showing career progression

Killer Mistakes

- » typos
- » incorrect contact information
- » objective statements that don't align with the job
- » incorrect employment dates
- » fluff words instead of concise statements
- » using pictures
- » inconsistent fonts and résumé layout

Get Your Résumé Read

- » use concise bullet points
- » Apply **bold**, *italics*, ***bold italics***, and underline where emphasis is needed
- » keep résumé at 1-2 pages
- » use consistent fonts and sizes
- » quantify your experience
- » add action words

Résumé Structure

- » personal information
- » objective statement
- » employment history and experience
- » skills and certifications
- » education
- » activities/volunteerism

11600 Broadway Extension Service Road, Suite 220 // Oklahoma City, OK 73114

405.858.8800 // MosaicPersonnel.com



Every Person Matters.

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Interview Preparation

- » research companies
- » practice with a friend
- » do a dry run or rehearsal
- » review your own social media

Interview Tips

- » dress conservatively
- » be specific in your answers; avoid wild tangents and rambling
- » bring portfolio, writing pad, and pen
- » prepare and write down 3-5 questions to ask
- » never talk negatively about past organizations, colleagues, or bosses
- » focus on how you will benefit that organization
- » be nice to everyone you encounter



Developing Your Career Goals

- » research, research, research
- » add additional skills through education and skill enhancement
- » take on additional projects
- » volunteer
- » look for networking opportunities
- » create opportunities, take initiative

Articulating Your Why

- » what are your core values and how do they impact your responsibilities
- » what is your impact and how does it affect your desired results?
- » what is your passion?
- » what are your accomplishments?

Create a statement that summarizes your uniqueness in a personal way

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