

Process to Gain a Job Offer

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Begin	Job Lead	Dissect Job Lead/Top 15 Skills	Research Company	Match up employers needs with your skills	Build Credibility/ Identify Evidence of skills	Incorporate skills/selling points into application, resume and cover letter	Submit application resume and cover letter	Follow up contact-ask for interview	Prepare for and rock the interview	Send Thank you note	Job Offer!!!	Inform Hand Up about your success
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1. Start where you are
2. Identify Job Lead
3. Pick apart/dissect the Job Description to identify most important (15 or so) skills (both stated and implied)
4. Research Company—Compile a body of information about the culture, needs, focus, etc.
5. Line Up the employer’s needs with your skills
6. Identify Examples/True Stories that highlight skills—build credibility
7. Incorporate Skills Into Resume, cover letter and application (highlighting credibility as much as possible)
8. Submit Cover Letter/Resume/Application
9. Follow up by phone or in person 2 or 3 business days later and politely yet assertively ask for interview
10. Prepare for and rock the Interview
11. Send thank you note to interviewer
12. Get the job offer
13. Celebrate and let Hand Up know that you got the job ---Get a Safeway Gift Card!!