

## **First Baptist Bossier**

### **Job Connection Tip Sheet**

#### **When sending in a resume:**

1. Use colored paper – make your resume stand out from the stack!
2. Always list your references (you want it to be easy for a potential employer to check on you as they are busy!).
3. List an accomplishment that you are proud of for each position you list.
4. Have you had 2-3 other people proofread your resume before sending it?

#### **General tips:**

1. Register with all the area temp services – many employers now use them to screen for potential new employees.
2. The way to get a job today is to NETWORK, NETWORK, NETWORK! Let everyone you are in contact with know that you are looking. Go to [www.vistaprint.com](http://www.vistaprint.com) and you can have 500 business cards made up for \$10. Print them with your basic info (including email address), and hand them out to acquaintances, friends, etc. – tell them “I’m currently looking for work, please contact me if you hear of anything”. Many employers post jobs internally before going to the public – these are the positions you want to get “inside info” on!

#### **Interview tips:**

1. NEVER say “I really need this job”. Honestly, the employer knows that – they want the best candidate that can help to make them successful. Prove to them why you are the right candidate!
2. Learn about the company online before going in for an interview. Use the internet to do research and ask your friends, neighbors, relatives for background. Show initiative!

#### **Some other job sites to check:**

[www.christianjobs.com](http://www.christianjobs.com) - They do have an email “opt-in” service for job leads.

[www.indeed.com](http://www.indeed.com) – This website gathers from multiple sites by zip code. You can also post your resume here!