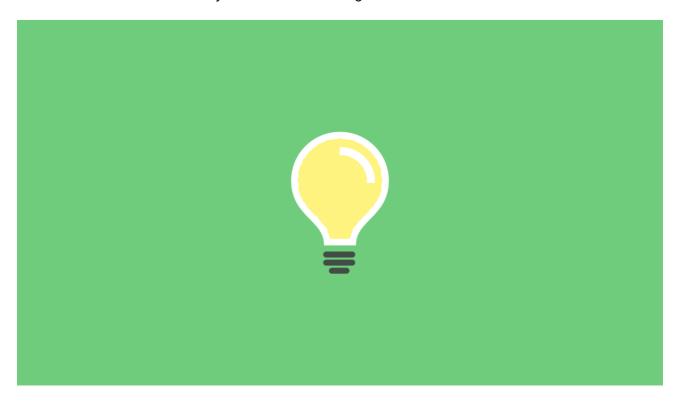
49 Ways To Stand Out While Job Hunting

49 Ways To Stand Out During The Interview Process



APPLICATION

Set up an online portfolio, if applicable.		
Pursue industry-related certifications.		
Update your LinkedIn profile.		
Tailor your application to the job.		
Address the hiring manager in your cover letter.		
Include portfolio + social links in your resume.		
Keep your resume neat and clean.		
Send your resume as a PDF.		
Include, "References available upon request."		
PHONE INTERVIEW		
Choose a quiet location to take the call.		
Print out any reference materials.		
Answer with, "Hello, this is [Name]:'		
Have a professional voicemail message, just in case.		
Use a friendly + upbeat tone of voice.		

	Allow a pause before taking your turn to speak.
	Thank your interviewer for their time.
	Say goodbye in a professional way.
	Send a follow-up thank you email.
	Emphasize your interest in the job.
	But keep it brief.
	Have a professional email signature.
IN-	PERSON INTERVIEW
	Prep copies of your resume + cover letter.
	And print them on high quality paper.
	Dress according to office culture.'
	But make sure you're comfortable.
	Keep hair + makeup simple.
	Arrive at least 10 minutes early.
	Be kind to everyone you encounter.
	Turn off or silence your devices.
	Stand up when your interview walks in.
	And shake hands.
	Use your research to break the ice.
	Keep a friendly but appropriate distance.
	Practice social etiquette.
	Keep business cards handy.
	Ask thought-provoking questions.
	Maintain eye contact.
	Keep a strong + confident posture.
	Don't forget to smile.
	Don't be afraid to brag.
	Tie your experience to the job specs.
	Make your narrative clear.
	Ask for feedback.
	Listen carefully.
	Thank your interviewer for their time.

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Wish them a good day.	
Send a handwritten thank-you note.	
And personalize it to each person.	
Reiterate your fit during follow-up.	Make and Share Free Checklists
	checkli.com