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.

- [ ] Wish them a good day.
- [ ] Send a handwritten thank-you note.
- [ ] .... And personalize it to each person.
- [ ] Reiterate your fit during follow-up.

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