

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.

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