

Top Ten Job Search Tips
(from Career Builder, 12/17/06)

- **Seek help.** Ask for assistance with your resume. Practice mock interviews with friends.
- **Stay positive.** Your future employer wants to hire someone with a positive outlook.
- **Avoid these interview attire blunders:** odd hair color, visible tattoos and body piercings, strappy, open toed shoes, short sleeves, too much perfume or cologne, too much makeup.
- **List of references.** A strong reference list should include your major professors, your principal(s) where you did your internship(s), and others who can speak to your workplace strengths and skills. Talk to your references beforehand so they can give you a succinct statement about you. Keep in touch with your references—they should be kept up-to-date on your career.
- **Thank you notes** are an often forgotten part of the interview. This small step can seal the deal toward landing your first school executive role. Hand write the response to each member of the interview team within 24 hours. Email is a distant second alternative. Use this as a quick recap to emphasize something you may have forgotten to say during the interview. Be thankful and express appreciation for their time, restate your interest in the job, and emphasize two of your strongest attributes.
- **Interview questions to ask.** Interviews are a dance where both the interviewer and you can lead. Some questions you can ask during the interview process are: what are the next steps in evaluating me for this position and when you can expect to hear back from the interview team.
- **Job fair dos and don'ts:** Do some research about the schools and school systems that are of interest to you. Use the state ABC's website and the NC report card to get information about the district. Dress for success—be professional in your appearance. Come prepared (both with a resume, list of references, and ready to have an on the spot interview).