



## Top 10 for getting the job you want

### **1. Get experience**

Employers like to hire people with experience or work background. Emphasize related work experience and summer or part-time work.

### **2. Be flexible**

Life revolves around change and compromise. Discuss your ability to adjust to changes in the work environment.

### **3. Stress hard work**

Emphasize that you are a hard working individual who gets the job done well...and make sure you do this when you get the job.

### **4. Be task oriented**

Make the immediate job assignment your top priority. Provide evidence that you possess this skill by discussing past experiences.

### **5. Highlight a second language**

Knowing a second language is a positive attribute with today's global society.

### **6. Learn computer skills**

It is important to know basic computer terminology and basic skills. Emphasize systems that you know.

### **7. Stress overseas experience**

If you have in-depth experience with foreign travel, study or work, stress this.

### **8. Highlight achievement**

Stress your success at carrying out tasks. Highlight awards, special recognition, and honors.

### **9. Be alert**

Be energetic and alert. Show employers that you are interested and engaged.

### **10. Stress interpersonal skills**

Discuss your ability to work with a variety of people and your ability to be diplomatic in stressful situations. Make sure you practice good communication skills.

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