

# ON YOUR MARKS GET SET... HIRED!

Online eCourse on How to Find a Job Like a Pro!  
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## MODULE I - THE RESUME

### Introduction to the Resume

#### Resume Tips

1. Name of Your Resume
2. Send Your Resume to Yourself First
3. Spell Check / Proof Read
4. E-mail Address
5. Contact Information
6. Objective
7. Experience
  - Bonus 7A:** *Lazy Resume versus Non-Lazy Resume*
  - Bonus 7B:** *Same Firm Written Multiple Times*
  - Bonus 7C:** *Same Firm Written Once*
  - Bonus 7D:** *Same Firm Multiple Departments*
  - Bonus 7E:** *College Grad with Internships*
8. Education and Licenses
9. Computer Skills
10. Languages, Hobbies, Achievements
11. References
  - Bonus 11A:** *Reference Questionnaire*
  - Bonus 11B:** *List of References*
12. Social media
13. Recap: Best Practices Resume

## MODULE II - THE INTERVIEW

### SECTION ONE

#### Introduction to the Interview

#### Interview Tips

1. Prepare and Conquer
2. In Person Prep

3. Phone Prep
4. Thank You and Follow Up notes  
**Bonus A:** *Thank You and Follow Up notes*
5. Testing and Case Study
6. Mock Live Interview of 25 Interview Questions

## SECTION TWO

### 25 INTERVIEW Q&As

#### **A: Each Interview Question is broken down:**

- The Interview Question
- Notes and Discussion
- Secrets Behind the Question
- Example of Interview Answer
- Action and Brainstorm

#### **B: Below are the 25 Interview Qs & As we will review in detail:**

1. Why are you in the Job Market?
2. Why do you want to leave your current employer?
3. Describe your duties & responsibilities held at each of your employers.
4. What are your strengths?
5. Give an example how you applied your strengths at your current or past employers.
6. What are your weaknesses?
7. Give an example of how your weakness affected you in your current or past roles, and how you resolved this.
8. What did you like and not like at each of the firms you have worked.
9. What do you really want to do?
10. What can you tell me about our firm?
11. Why are you interested in our job opening?
12. What makes you qualified for this job?
13. What is your typical day like at your current job?
14. Describe your understanding of this position.
15. How do you handle a difficult situation?

16. Provide an example of how you dealt with a difficult co-worker and how you resolved it.
17. What are your interests and hobbies outside of work?
18. If I spoke with your supervisor, how would s/he describe you?
19. If I spoke with your staff that you manage or supervise, how would they describe you?
20. Where do you see yourself in 10 years?
21. Why are you interested in our company?
22. How did you hear about this opportunity?
23. Are you interviewing elsewhere and if so, what types of positions and roles are they for?
24. Why should we hire you?
25. Do you have any questions for me?

## MODULE III - WHERE ARE THE JOBS?

### Introduction to Where are the Jobs?

#### Where are the Jobs? Tips

1. Job Boards
2. LinkedIn & Social Media
3. Company Websites
4. Recruiters!! A Win-Win Situation

**Recap:** Highlights on where to find the Jobs!

## MODULE IV - APPLICATION & BACKGROUND CHECK

### SECTION ONE THE APPLICATION:

#### Introduction to the Application

##### Application Tips

1. Work Authorization
2. Employment History

3. Salary History & Expectation

4. Education

5. References

**Bonus A:** *Reference Questionnaire*

**Bonus B:** *List of References*

## SECTION TWO BACKGROUND CHECK:

6. Credit/Criminal/Drug Testing

7. Third Party Verification

**Recap:** Key Takeaways from The Application & Background Check section.

## MODULE V - OFFER & RESIGNATION

### THE OFFER:

Accept, reject, counter?

### RESIGNATION:

How to quit gracefully?

**Bonus A:** *Resignation Letter*

## CONCLUSION: Do What You Are!