

ATI COLLEGE NEWSLETTER

Norwalk, CA
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Upcoming Events

Finals- Day

Friday August 5, 2011

Potluck and Awards- Day

Friday August 5, 2011

11:30-12:00

Potluck and Awards- Evening

Wednesday August 24, 2011

7:30-8:00

Finals- Evening

Friday August 26, 2011

First Day of Class- Evening

Monday August 29, 2011

Workshop- Mock Interview

Thursday September 1, 2011

3:00-4:00pm

No School- Labor Day

Monday September 5, 2011

Externship Orientation

Wednesday September 7

3:00-4:00pm

Workshop- Resume Writing

Wednesday September 7

4:00-6:00pm

Thursday September 8

3:00-6:00pm

SPI Study Group

Saturday September 10, 17 and 24

8:30am -4:00pm

The Unprofessional Job Search

By Emily Kaplowitz

When searching for a job, it is crucial to put your best foot forward. This means you must present yourself in the best light, as a capable and competent professional. It is easy to make mistakes in your job search, especially if this is your first time looking for a job. Below are some common mistakes that you should avoid!

- Create a professional email address. An unprofessional email address is the first indicator that you are not prepared for your job search. Create a professional sounding email address such as your first name and your last name. Do not use any type of flirtatious names, illegal references or anything else unprofessional.

- Proofread your resume. Spell check is not enough. Let your friends and family read through your resume numerous times. Make sure to take their feedback with an open mind. Remember, your resume is never complete- you can always make it better.

- Set up your voicemail. If you are applying to jobs and you leave your phone number, make sure someone can reach you when they call back. If your voicemail is not set up, a recruiter or hiring manager may not leave a message because they are not sure who they are calling. Your voicemail message should be clear, concise and state your name.

- Tailor each resume to the job to which you are applying.

- Etc.... is not an appropriate word for a resume. Include all your tasks and duties that are relevant...

- But don't include everything! All the information on your resume should be relevant and show how you are qualified for the job. Do not include your life story and keep your resume to 1-2 pages.

- References should be professional contacts- instructors, staff members and colleagues. Family members and friends should not be listed as a reference unless indicated by the employer. When including references make sure you put the persons full first name, last name and title. If providing a phone number, make sure the number is still in service.

- Follow up! If you say you will return someone's phone call- return it in a timely manner. If you make a networking contact and they set up a meeting for you- make sure you attend!

- Say "Thank you."