



2018 MLA
Conference
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HOW TO LAND YOUR NEXT JOB:

TIPS FROM AN INSIDER

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Rebecca's help has assisted me in framing my approach to not only to interviews but cover letters. I have learned more about how hiring managers think/perceive interviewees. She has taught me how to create a conversation rather than just a back-and-forth exchange and to allow room for me to show interviewers more of my thought process and personality! --Elissa Zimmer

Through Rebecca's help, I've been able to land two promotional jobs within the past three years. Her interview tips have been instrumental in preparing me for interviews. I feel confident in myself and I am able to give clear and suitable answers to the interview questions. Her professional advice has propelled me into my current career goals. --Veronica Ramirez

Receiving help from Rebecca has helped me tremendously throughout my career. I am the type of person who gets nervous during interviews, but Rebecca has given tips on how to overcome that and more. She has helped me develop effective answers to common interview questions and that alone has given me confidence. If it wasn't for Rebecca's tips, I don't think I could have had two job promotions in the past three years! --Elizabeth Ramirez

The tips I received from Rebecca helped me land my new job. I had only interviewed a few times in the recent past but never received an offer. After her coaching, I received an offer from the next job for which I interviewed. Her tips really work! --David Tavarez



**APPLICATION
PROCESS**

- Resume – one page, relevant experience
- References should not include co-workers
- Follow a cover letter template

PRE-INTERVIEW

- Practice in advance
- Pull questions from job description
- Do your homework; know the organization

A white, scalloped-edged shape, resembling a seal or a decorative frame, is centered on a bright yellow background. The shape has a wavy, irregular border. The word "INTERVIEW" is written across the center of this white shape in a bold, black, sans-serif font.

INTERVIEW

- Dress appropriately
- If the interviewers know you, pretend they don't
- Ok to ask for a question to be repeated or to come back to it

- Describe education and experience as it relates to **this** position
- Be able to list your top skills
- Areas of improvement
- Why do you want this job?

- If you are older, be prepared for technology question
- Be prepared to discuss your initiative
- Always give examples

- If you don't have an answer, ok to admit that
- Working on a team; working as an individual
- Elaborate
- Gone on too long

- Bring examples of your work
- Be confident; be an actor
- Show them you want the job!

WRAP-UP

**“Do you have
anything else you’d
like to add?”**

**“Do you have any
questions for us?”**

GOOD LUCK!



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