



# ★ Veterans' ★

## Expo & Job Fair

### The Hiring Process ---- Getting the Job You Want

By Beth Lovell

As men and women in our Armed Forces return home, many are considering their prospects of how and where to re-enter the workforce, whether it's in a for-profit or not-for-profit environment. You may consider evaluating the skills you currently have and determining how they can be transferred to the civilian workplace.

As a human resources manager and resume writer I encounter many "retired" military personnel who are making the transition. Below are the 10 Steps that can make the transition a bit easier.

1. Analyze your skills in detail, your areas of expertise, and what you can bring to a new organization. Write down all of your past responsibilities, every piece of equipment you operated, and every course you completed. This exercise will be important in creating a winning resume.
2. Develop your resume and a cover letter. Be sure your resume reflects *all* of your skills, education, and on-the-job experience!
3. Use all job-posting sources (Monster, etc). Search industry-related websites. Some job-posting sites are industry specific. There may be some related industries for which you can apply.
4. Send your resume to positions that match your skills! Be sure your cover letter reflects why you are applying to the position. Learn what you can about the company and incorporate your knowledge into the letter. (Do not include statements such as: "If you hire me I can learn" – You want to demonstrate your fit for the opportunity).
5. Interviewing: When answering questions, you have the opportunity to offer as much information as possible about your skills and how they are a match to the position. You also have the opportunity to ask questions to clarify anything about the position or the company. You should always have a couple of questions to ask the interviewer.
6. Interviewing: Look alert and energetic, and interested in being with this company for many years. Demonstrate your maturity yet express openness to new ways and change. Dress appropriately for an interview and be sure you are groomed accordingly.
7. You may be asked to provide personal and business references. Anticipate this ahead of time and have some people ready to receive a call.
8. You may be asked about compensation. Attend the interview knowing your pay range for the job. It may be more or less than your expectation. Refrain from saying "It's negotiable." Consider saying "Depending upon benefits, travel, and responsibilities, my requirements are between \$\_\_\_\_\_ and \$\_\_\_\_\_ per year." (You'll need to fill in the blank with no more than a 25% spread from low to high). This is a "qualified" answer and the organization will respect your position.
9. Following your interview, take a few minutes to send a thank-you note or email to the individual(s) who interviewed you. Let them know you remain very interested in the opportunity and hope to hear from them soon.

Every step in the job search process must answer the question: "Why should I hire you?"

Companies want to hear how you will help them solve problems, perform certain tasks, improve profits, and improve customer service! They want to make sure you will fit into their culture.

*Beth Lovell is the founder of Employment Issues! For more information visit [www.employmentissues.net](http://www.employmentissues.net) or email [beth.lovell@employmentissues.net](mailto:beth.lovell@employmentissues.net).*