

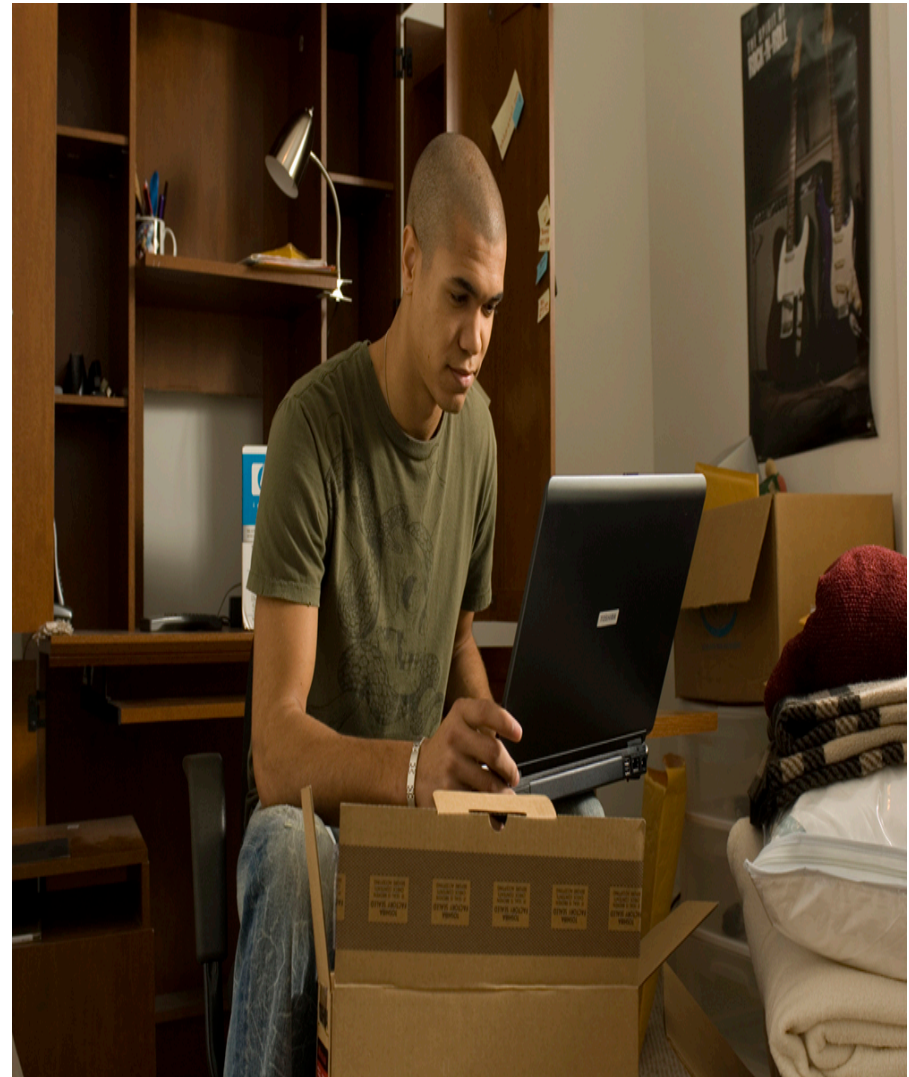
Resume Writing & Interview Skills

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OVERVIEW

- Curriculum Vitae vs. Resume
- Resume Nuts & Bolts
- Optional Information
- Resume Do Not's
- Interviewing Skills
- Face to Face Skills



One Chance to Make an Impression

- Set Yourself Apart!
- What Is Your Intent
- Who You Are
- What You Have Done
- What You Do
- ACCURACY!!!!!!





Cover Letter

- Cover Letter!
 - Why?
 - Should tell the employer why they should hire you!
 - Stand apart from the competition!
 - Goal?:
 - Be contacted for a personal interview!
 - Objective...Why I am writing you!
 - Type of position(s)
 - Geographic location(s)
 - Timeline
 - Qualifications...Why I am your person!
 - Market/Sell yourself
 - Specific, strong examples and experiences
 - Refer to the resume...ask for an interview...thank the reader for their time and consideration!

Curriculum Vitae vs. Resume

- What is the difference?
 - Primarily the length!
 - What is included!
 - What each is used for!
- Curriculum Vitae
 - Summary of educational and academic backgrounds
 - Professional Experience
 - Residency, teaching and research experience
 - Research grants and fellowships
 - Publications and presentations
 - Awards, honors, professional associations
 - Professional licenses and certifications
 - Exhibitions
 - Used primarily when applying for:
 - Academic positions
 - Scientific positions
 - Research positions
 - Applying for fellowships or research grants

Resume

- Resume
 - Usually one to two pages in length
 - Job or Career Focused
 - Written compilation of your:
 - Education
 - Work Experience
 - Credentials
 - Accomplishments
 - Skills
 - *Remember: a resume is a marketing tool used to promote ourselves to potential employers for the purpose of obtaining an interview.
 - Ensure your resume is consistent, clear, concise and accurate!

Resume Nuts and Bolts

- Introduction
 - Name
 - Contact Information
- Resume Objective
 - Be specific!
- Summary Statement
- Career Highlights/Qualifications
 - Career experience
 - Skills
 - Key accomplishments



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Nuts and Bolts (contd.)

- Education
 - College
 - Professional Education
 - Residency
- Licensure/Certifications
 - State
 - Type of License/Certification
 - License/Certification #
- Professional Memberships
- Language Proficiency
- References
 - On a separate document



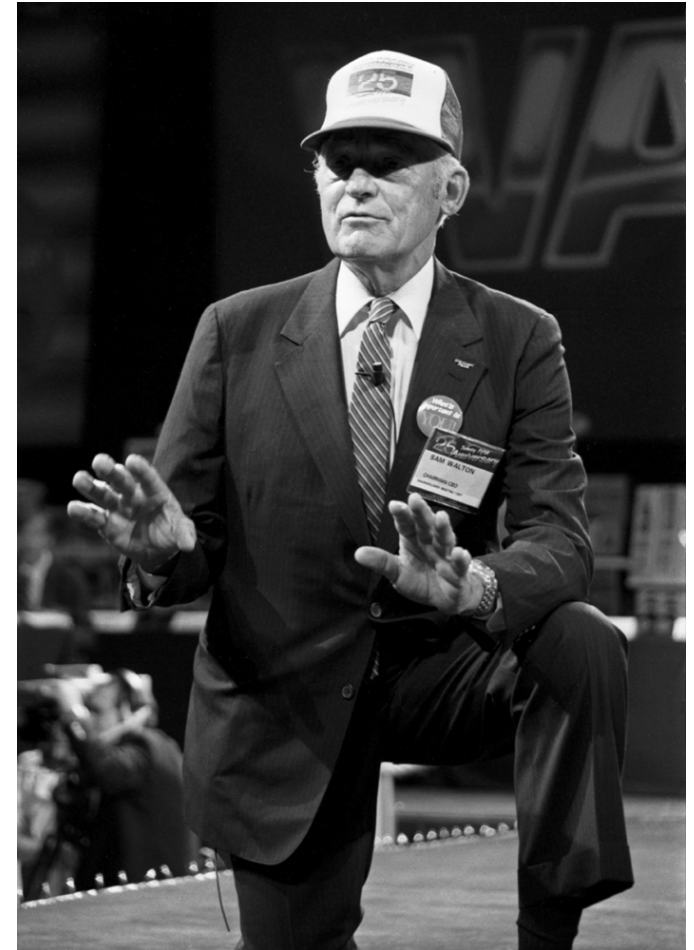
Optional Information

- Community involvement
 - Leadership
- Hobbies
- Citizenship
- Summary statement
- Career Highlights
- Career Qualifications
- Resume format
 - Chronological
 - Skill based resume



Leave Off Your Resume

- Affiliations
 - Political
 - Religious
- Photo
- Salary History
- Reason for leaving
- Non-Profession Related Jobs
- Social Security Number
- Controversial Activities
 - Facebook
- Unprofessional Email Address



Grow Yourself Professionally

- Practice Your Professional Skills
 - Counseling competitions
 - Networking
 - Communication
 - Leadership
- Communicate with Future Employers
 - Career Days
 - Professional Meetings
- Share Your Resume with Your Colleagues and Faculty
 - Constructive Criticism
 - Learn from Others



I Got the Interview...Now What?

- Do your homework!
 - Study the company
 - Learn about the company's culture
 - Read books
 - Read the company website
 - Talk to people who work for the company
 - Know about store/company locations
- Forward Networking
 - Recruiter / Market Health & Wellness Director
- Reverse Networking
 - Pharmacy Manager and Staff Pharmacists
 - Pharmacy Technicians and Staff

Face to Face Do's!

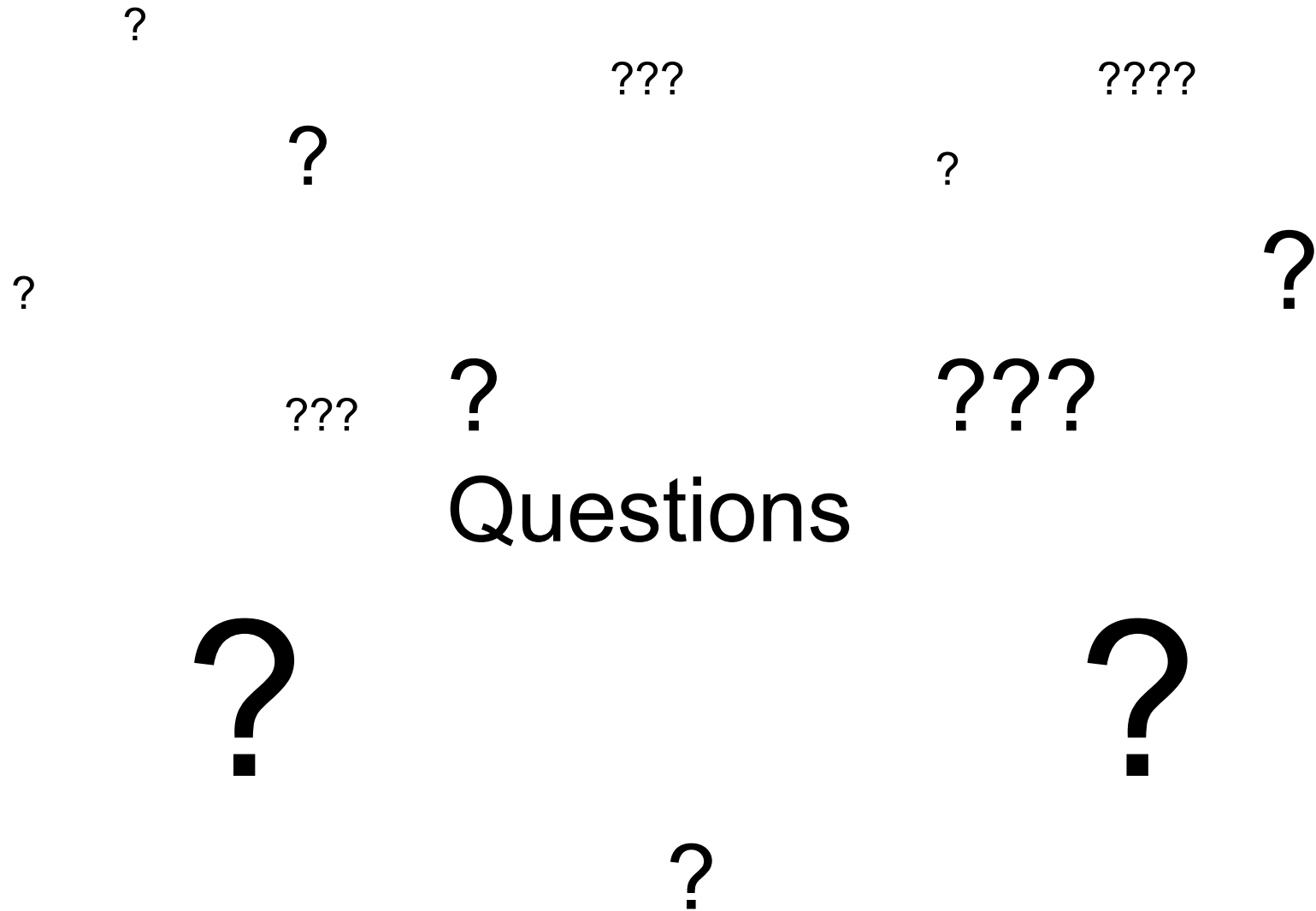
- **What is your purpose: market yourself and stand apart**
- Greet everyone with a firm handshake and a smile
- Maintain eye contact
- Dress professionally
- Be confident
- Prepare your “infomercial”
- Develop informed questions
- Stand alone and be independent
- Have a sense of humor and be personable
- Bring multiple copies of a resume and an appt. book
- Inquire about ways to access future information or learn about future job opportunities
- Close the deal! Ask “what is the next step?”
- Thank people for their time and shake hands!

Face to Face Do Not's!

- Don't be afraid of recruiters
- Don't pretend to be interested in a company or schedule an interview if you do not have any interest!
- Don't overstate your abilities
- Don't monopolize the recruiters time
- Don't ask questions about salary!!!!!!
- Don't speak poorly of another company
- Don't complain and avoid negative words (can't or won't)
- Don't just throw your resume on a table – market yourself
- Don't jump into pre-existing conversations without being invited.
Patiently wait.

Remember!

- This is a courtship, and a lot like dating!
- If you find a company that is a win/win for you and you can, be flexible with location!
 - You will be farther ahead very soon!



Thank you!

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