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## Giving Yourself An Edge During The Interview Process

By Lee Dobbins

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There's more to successful interviewing than writing a resume and showing up, but most people either don't know or can't be bothered to do those extras that may set you apart from the hundreds of applicants competing for your dream job.

One of the first things you should do is to make sure your resume is clear, concise and easy to read. As a hiring manager, I preferred to look at resumes that were in chronological order with the most recent accomplishments and job duties first. It's best to keep the resume to 2 pages and write more about your latest jobs, but only a few bullet items about jobs you held 5 years ago or more.

Once your resume is polished, you should come up with a template for a cover letter. This will change for each job that you submit your resume to, but a basic template can prevent you from having to rewrite the whole thing every time. It should be in a formal style and very short – 2 small paragraphs where you briefly state your experience relevant to the job description and why you think you would be a good fit. Don't go into huge details about either, but make sure you make them particular to the description of each job that you are sending them to. Along those lines, you can also tweak your career goals or objective to include some of the buzz words that were in the job description.

When you do land that interview, do some research on the company first. If you can ask intelligent questions about the products (or services) the company makes and other details relevant to the company then this will show that you are really interested in working there and can go a long way in setting you apart from other candidates. If you are a bit weak in some of the skills required brush up on them so you can talk intelligently, but be honest about your skill level and show them that you are willing to learn or do what it takes to come up to par. Attitude is important and there have been many

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times when I have considered candidates with a good attitude over ones with better skills.

After the interview, follow up with a thank you letter. This formality seems to have been lost in recent years but it can show that you are a professional, and, more importantly get your name in front of those that are hiring again. As with the cover letter, make it brief. Thank everyone for their time and state aspects of the job that you are particularly interested in or feel that your skill set is a perfect match for. Tell them why you think you are the best man for the job – but not in so many words. Again, this should be customized to have information pertinent to each job you interview for.

The interview process reveals not only your skill set but what type of a person you are. Going the extra mile will show prospective employers that you take your career seriously and will do what it takes to get the job done. A little bit of extra work can go a long way in making a good impression.

Lee Dobbins is a contributing writer for

where you can read more about

relocating and

.

Transforms the complicated job interview process into a simple, step-by-step system to ace the interview and get the job!

### **Crazy Interview Questions**

**By Joel Vance**

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If you want to get that amazing new job, you are first going to have to learn the answers to common job interview questions. The majority of the interview questions that you have thrown at you will be typical interview fare, but a company may decide to throw you a curve ball in the form of a crazy job interview question. This is starting to happen more and more, it is becoming quite a trend actually, so you need to take some time to learn what these interview questions might be so that you can answer them quickly and in a manner that leads to you getting the job.

There is a method to an employer's madness when they use an 'out of the ordinary' job interview question – and that's to get you thinking fast. In most cases the employer is testing you to see if you can think on your feet or if you are creative enough to work well in this job position. If the interviewer doesn't think you have what it takes because of your answers to the job interview questions, then you will not get the position.

Before you go into any job interview try to keep an open mind. Prep your imagination a bit to get it flowing freely just in case you get some of these crazy job interview questions asked of you. You can't

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afford to freeze up during an interview; because if you do, it is all over. So go in prepared, or at least as prepared as you can be.

Here are a few of the strange and yet rather common job interview questions that you may run across:

Q) If you were an animal what kind of animal would you choose to be?

Choose an animal that is efficient at everything that it does and one that is often very busy.

Q) What kind of fruit would you be?

You should choose a fruit that tastes good in a fruit salad along with many other fruits. This can be used to show that you are a team player who works well with others all of the time.

Q) What would be the very first thing that you would do if you won the lottery?

This is a gauge of your priorities. Whatever you do don't say you would quit your job.

Think about the answers to these sorts of job interview questions before you go into the interview. This way even if these particular interview questions don't get asked you will still have an idea of the types of answers that you should be giving.

Joel Vance is a Human Resources 17-year HR expert who's taught at 4 major universities around the country and currently has a best selling book on interview questions at

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