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How To Follow Up To Get That Special Job Interview

By David Green

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<http://www.powerfuljobsearchtips.com>

Finding and applying for the right job is only half the battle. You may have spent weeks perfecting the cover letter and finding just the right resume style for your needs and wants. Once the resume and cover letter have been sent, it is time to play the waiting game. You may sit home for hours, days or even weeks before hearing word. Or you may never hear back. So what is the next step in getting a job interview?

The follow up. Many jobseekers are tempted to just sit back and wait for a call, but the best thing to do is follow up yourself. That way, you show the recruiter that you are really interested in the position and have what it takes to get the job done.

So how long do you wait before following up? Most recruiters agree, at least a week. That way they have plenty of time to review your resume, and get things in order. While it may be easy to call the next day, chances are your resume is still sitting in their inbox waiting for review. So give the recruiter at least a week or two before following up. Then feel free to ask when a good time is to meet for a job interview.

When calling to ask for a job interview, keep it simply. Rehearse what you want to say beforehand and make sure that you are free from noise and distraction. Introduce yourself and remind the recruiter about your resume. State the job that you are interested in, and ask when would be a good time to set up a job interview.

If you get a recorded message, you may leave a message or simply call back later. But only leave one or two messages— because the last thing you want to do is irritate the job recruiter.

If you don't feel comfortable following up by phone for a job interview, try sending them a short email. Not only will it give you the opportunity to ask for a job interview, but you can also send along your

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resume again without seeming too needy.

Here are some tips to landing that job interview in a follow up email.

- Put your full name and the title of the position you've applied for in the subject line.
- Write a professional note that reiterates your qualifications and interest in the job.
- Attached your resume again. (Don't make the recruiter have to dig through old e-mails to look for it.)
- Include your full name in the file name of your resume.

Don't forget to proofread carefully before you hit "Send"!

Last but not least, resist the urge to just resend your resume with no follow-up call or email. This tactic could actually backfire, and end up ruining your chances of landing a job interview.

The recruiter may find another copy of your resume on file and think that you may not even realize that you applied for the same job twice. So just don't do it.

Right now, you can get David Green's special report on "The 6 Secret Keys To UnLock The Career You Desire In 2006" for FREE if you hurry, visit this

resume help tips

website.

<http://www.PowerfulJobSearchTips.com>

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

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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 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

<http://www.theperfectinterview.com/go/tpiarticle023.php>



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