



# Career Day

## Being a Professional in the Building Supply Industry

### “Applicant Resources & Hiring Manager Tips”

#### Be Professional:

- \* Education is paid for, experience is earned, but being a professional is something anyone can do at any point. Be professional for all positions that you apply for.
- \* How you present yourself, the way you converse, handle situations, interact with others is very important.
- \* Treat your job search like your job—stay focused on your goals.
- \* Include a cover letter to ensure that you stand out.

#### Resumes from students need to include:

- \* One or two sentences on what you are looking for and why.
- \* Bullet point job relevant skill sets only.
- \* Add work history, even if it was McDonalds. Never leave a gap in your resume. (ie. If you took care of children or aging parents or you traveled or was a full time student...etc)
- \* Under each job you had, briefly bullet point your responsibilities, then your accomplishments. How did you help your previous employer save time & money or add to the bottom line?
- \* A student resume should not be more than one page if you don't have employment experience.

#### Social Media:

- \* A LinkedIn profile is a necessity with your photo. Every hiring manager references LinkedIn – on that note make sure your social media is clean, as that will be checked as well.

#### On The Job Training:

- \* Sell yourself and your capabilities – in the interview it is your job as a candidate to give the hiring manager confidence that you are capable of learning the job. Nobody expects a student to know how to do it, its all about being open to learning and cross training and working one's way up the ladder.
- \* Be open to beginning with a four month or eight month work co-op. It is common for co-op students to be hired back for full time work.

#### References:

- \* Ensure you have quality references .... Teacher references are weak, but if that's what you have, just ensure they are good ones (ie. Professors of senior classes...etc)

#### Interviews:

- \* Know what you want – be prepared to speak to your 5 – 10 – 20 year goals. Leaders know where they are going, followers don't.
- \* Check your ego at the door – when you interview for a job, it's not actually about you, its about the hiring managers “doing a good job” by finding the right candidate. Keep your mindset focused on them needing to achieve their goals, and that you are the right person to do that. This is very important for the first interview.
- \* Do your research and go for what you want. If you want a job at a specific company that has a job posting – go there, call the managers, connect with them on LinkedIn. The Building Supply Industry values networking and the connections that are built over time.

***“Attitude is everything and it is up to you to build your career with each job you take and naive to think that its the company's responsibility to build your career for you.”***