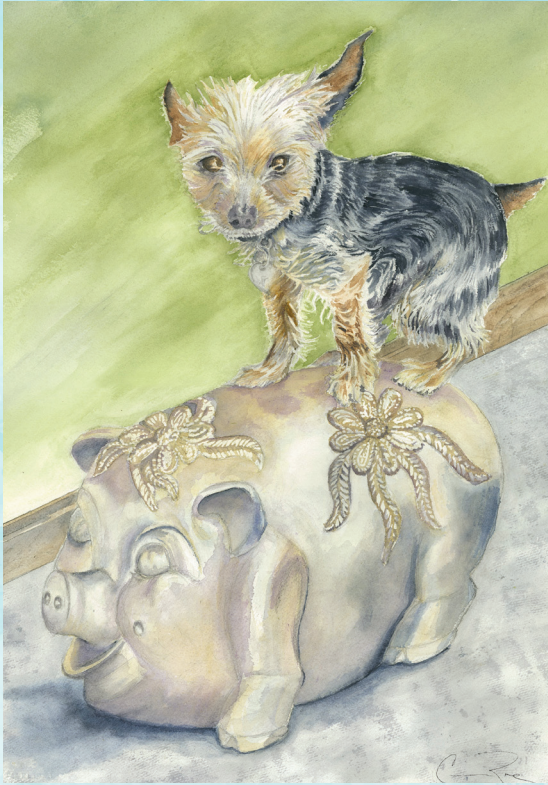


Send a handwritten
thank you note to the
interview committee.



Check your credit report.

You can download a free copy of your
credit history at:

www.annualcreditreport.com



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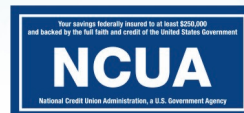
2438 Katy Lane, Poplar Bluff, MO 63901

www.ozarkfcu.com

Phone: 573-686-7221

Email: info@ozarkfcu.com

Membership Eligibility Required



Creating A Successful Career Life





Have A Plan

- Think
- Dream
- Believe
- Dare

You are over 40% more likely to achieve your goals if you write them down.

Application Process:

- Online Application
 - Looks for key words
- In Person, Telephone, or Video
 - 1st impressions are important.
 - Let your answers flow comfortably.

Practice answering sample questions so your answers feel natural. You will find them online, download and app, or from the Career Center.

Be Honest about yourself and your skill level.

Don't make excuses for your past mistakes.



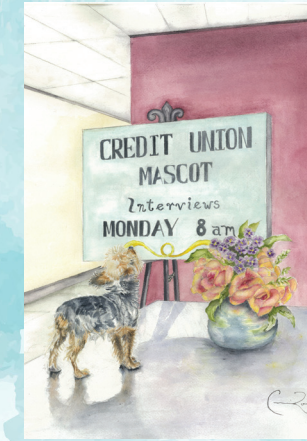
Prepare for the job search:

- Create a budget to see how much you need to make to pay your bills.
- Create a Resume and Cover letter.
 - Two types of resume's, one highlighting skills. The other a traditional resume.
 - Use quality paper.
 - Check your grammar, punctuation and spacing.
 - Font size at 11.
 - Keep resume to two pages.
- Research the company you are applying to.



Everyone gets nervous when they are applying for a new job.

Watch your body language during the interview:



- Firm handshake
- Turn your cell off
- Dress appropriately
- Be confident
- Sit up straight
- Eye contact
- Shoulders back

Watch what you put on your social media pages.

Your posts and your friends posts say a lot about you.

- Set your privacy settings high.



Request permission to check back on the position.