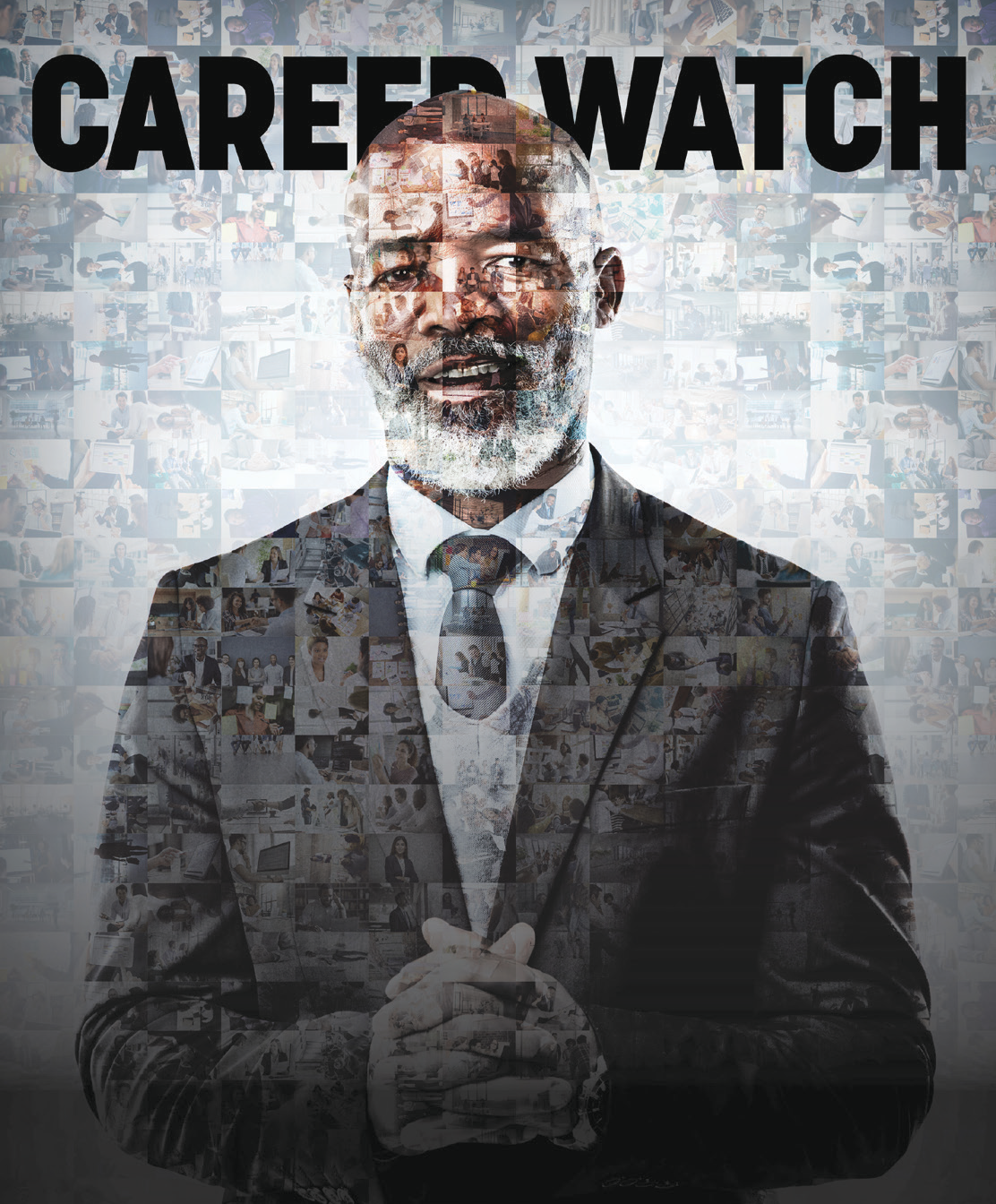
**Skills to Pay the Bills**



They say everyone is good at something. But nowadays certain skills will put you on the fast track to a great job. Here's a quick rundown of the Top 10.

### Critical Thinking

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

### Active Listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

### Speaking

Talking to others to convey information effectively.

### Reading Comprehension

Understanding written sentences and paragraphs in work related documents.

### Monitoring

Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

### Coordination

Adjusting actions in relation to others' actions.

### Social Perceptiveness

Being aware of others' reactions and understanding why they react as they do.

### Time Management

Managing one’s own time and the time of others.

### Service Orientation

Actively looking for ways to help people.

### Writing

Communicating effectively in writing as appropriate for the

needs of the audience.

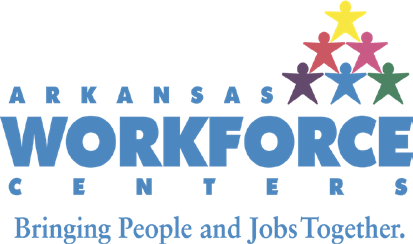
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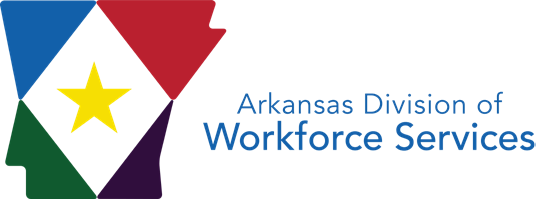


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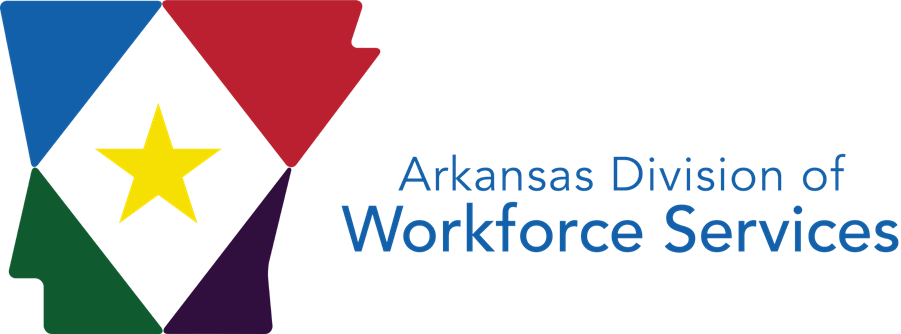
Little Rock, AR 72203 501-682-3117

# A quick guide to getting the job Resumes

Interviews Job skills

Applications

[www.careerwatch.org](http://www.careerwatch.org/)



Applications





Some employers do not require a resume or cover letter. Ask the potential employer what they require to apply for the position. Many times this just includes a job application.

## Tips for completing an application



* Never use abbreviations or slang. 
* Avoid stating “see resume.”



* Keep your Personal Data Record available to avoid making errors.
* For paper applications, print clearly in black ink.
* Complete the entire document, using “N/A” (not applicable) only when necessary.
* Avoid negative information, if possible. Be truthful and positive when sensitive information is unavoidable. Never give false information.
* Due to limited space, showcase the skills and experience best suited to the job.
* Be sure to include the correct job title on the application.
* If you have gaps in your employment history, 

list positive ways you spent the time while  unemployed. 



* When asked about the salary requirements, respond, “negotiable.”



*— Information courtesy of the Arkansas*

*Department of Workforce Services Job Seeker’s Guide *

Your resume has caught the attention of a perspective employer, and you have an interview.

What's the next step?

Here are a few tips to help you ace the interview.

## Wear the Right Outfit.

Check with the HR department for the company’s dress code. Wear clean, pressed, conservative clothes in neutral colors. Avoid excessive make-up and jewel- ry. Have nails and hair neat, clean, and trimmed. Don’t overdo your favorite perfume or cologne.

## Be professional.

Know the name, title and the pronunciation of the interviewer’s name. Give a firm handshake and main- tain good eye contact. Don’t talk too much about your personal life and don’t badmouth former employers.

## Be On Time.

Know where you are going, allowing time for traffic and parking. Show up 10 to 15 minutes early; arriving late to the interview says a great deal about you. Keep your cell phone charged and have the interviewer’s number handy in case circumstances are beyond your control, but turn it off before the interview.

## Send a Thank You Note.

Here’s a chance to make a final impression on the interviewer. You may find it is much appreciated and remembered.



Don't let the interviewer ask all the questions. In fact, they expect you to ask some! Have questions prepared to learn more about the position and the company, such as:

* How soon are you looking to fill this position?
* What is the typical career path for this job?
* What are some of the biggest challenges facing this position, this department, or this organization?
* What is an average day on this job like?
* How would you describe the ideal candidate?
* What kind of training and/or professional development programs do you have?