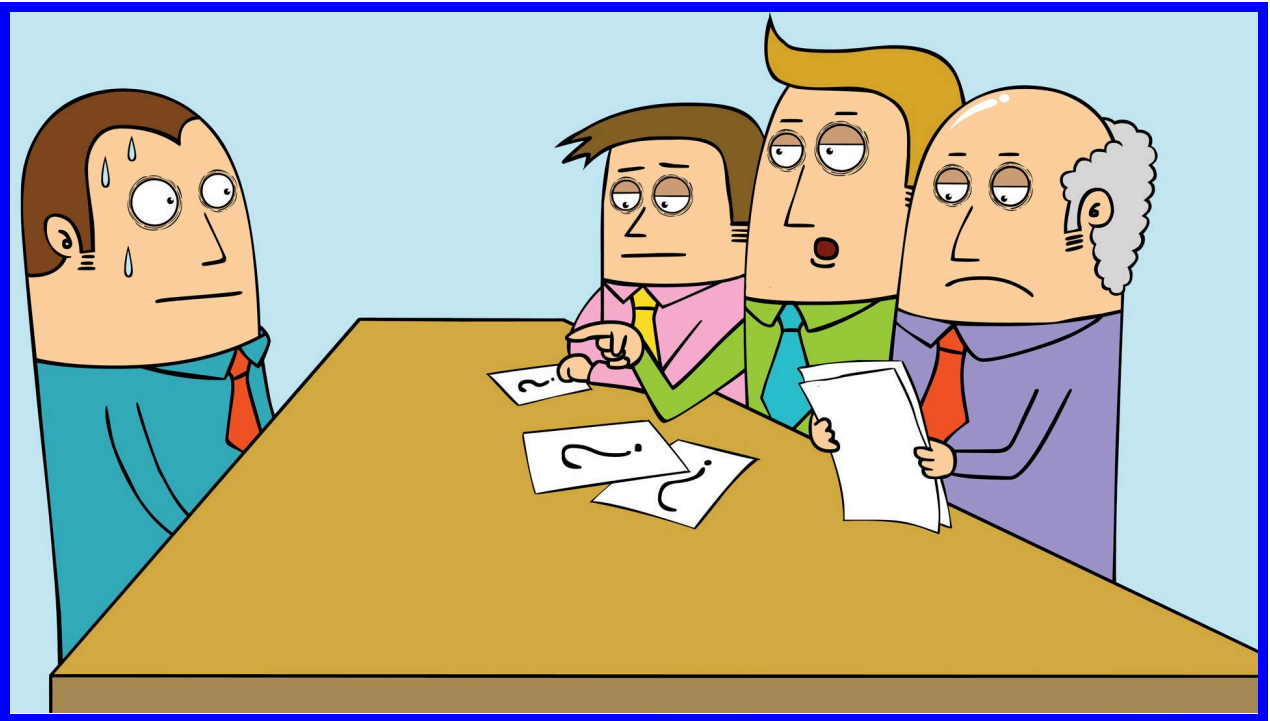


Interview and Resume Booklet



Introduction

Dear Students:

Welcome to the interview and resume class. Remember we will be learning different ways for you to complete a resume, cover letter, request references, and complete a job interview in English. This booklet can be used as a guide and a reminder of what you need to do to complete this class, and an interview successfully.

Reminder: I am here to help you, so if you have any questions just let me know. Every week we will work on building your confidence by speaking, and answering questions. Come prepared to speak :)

Professor Qiana
msqoverseas@gmail.com
010-3619-1032

Table of Contents

Using Google	p. 4
Creating Your Resume	p.5
Steps to Create a Resume	p.6
Resume Preparation	p.7
Basic Grammar	p.13
Cover Letter Formatting	p. 17
Researching Jobs Online	p. 19
Preparing for Your Interview	p. 23
Dressing for Your Interview	p. 25
References Steps	p. 29
Notes Page	p. 30

Using Google

You must create a Google account for this class. Your Gmail account should have a professional name:

samsmith@gmail.com

sam_2015@gmail.com

Unprofessional:

Handsomesam@gmail.com

Yth000099933vvv@gmail.com

*If you have a Gmail account, but it is not professional you NEED to create a new account.

After you create your Gmail account you NEED to do 2 things:

1. Send me an email from your Gmail account (Ex. Hi, Qiana here is my email)
 - Include your name, student #

****After you send me an email I will send you the files you need for this class. If your email is not Gmail or not professional I will not send you the files you need for this class.

2. Go to www.cvmker.com and create an account using your Google account.

Creating a Resume

What is a Resume?

A resume provides a summary of your skills, abilities, and accomplishments. A resume is different from a CV because it does not include as many details. Remember a resume is very simple, but very important to get a job.

Resume Example

DERRICK CRABTREE

68 Pebble Rd., Salt Lake City, UT 84101 | C: 555.322.7337 | example-email@example.com

SUMMARY

Accomplished Business Analyst skilled in achieving operational efficiency and increasing revenue in the health care industry. Business process improvement, data analysis, and asset management expert. Employs root cause analysis to identify issues and develop process improvements that lead to cost savings. Exceptional planning and implementation capabilities.

HIGHLIGHTS

- Business process improvement
- Forecasting and planning
- Advanced Excel modeling
- Cost-benefit analysis
- Business systems analysis
- Budgeting
- Project management
- Project life cycle
- System development life cycle
- IS change management

EXPERIENCE

08/2011 to Current

Lead Business Analyst

Heritage Hospital — Salt Lake City, UT

- Spearhead supply chain process improvement and systems implementation projects.
- Develop metrics used to determine inefficiencies and areas for improvement across the hospital.
- Identify process bottlenecks and implemented new and improved processes and policies.
- Lead cross-functional teams to analyze and understand the operational impacts and opportunities for technology changes institution-wide. Redirected technology master plan toward a forward-thinking approach.
- Identified key roadblocks and proposed effective solutions for \$55 million project that saved the hospital almost \$1 million dollars.
- Promoted to Lead Analyst after just 11 months of employment.

08/2010 to 07/2011

Business Analyst

Heritage Hospital — Salt Lake City, UT

- Analyzed department technology usage and determined the best course for future purchases.
- Conducted activity-based analysis of hospital processes and made recommendations based on the findings.
- Identified process boundaries and developed opportunities to automate processes and functions.
- Gathered technical requirements and participated in design sessions.
- Ensured compliance with established internal control procedures by examining records, reports, operating practices, and documentation.

02/2005 to 08/2010

Business Analyst

Mercy Hospital — Salt Lake City, Texas

- Performed research to assist in development of project scope, define requirements, and propose changes.
- Drafted monthly financial reconciliations and forecasts.
- Assisted senior staff with development of effective presentations.
- Collected, data analyzed trends, and created reports as requested.

EDUCATION

2004

Bachelor of Science: Business Management

University of Texas — Dallas, TX

Emphasis in Business Analytics

Top 5% of class

Steps to Create a Resume

What to include on your resume:

- Name, Address, Phone Number, Email Address
- Brief summary of accomplishments or an objective (at the top of your resume)
- Highlight of your skills and abilities (e.g., MS Word, Excel)
- Work Experience (e.g., jobs, volunteer experiences, school activities)
- Education (e.g., Degree (do not include your high school))
- Optional: Hobbies if they are important to the job you want

What NOT to include on your resume:

- Age, Relationship, Race, Gender (girl/boy)
- Picture
- **DO NOT** explain your appearance or personality

Bad Resume Example

Resume



Jasper "Jon" Samson (30)
 japh_samson@yahoo.com
 Dongdaemun Gu, Seoul
 010-8684-5358

Educational Background

Bachelor of Science in Education
 MA in Religious Education (candidate)

Job Experiences

Child U American English School (March 2008-December 2008)
 Full time English Teacher
 Dongjak-dong, Seoul

Magic eLand (2007-2008)
 English Teacher
 Geodeok, Seoul

KBS English Academy (2006-2007)
 English Teacher
 Near Kimpo Airport

Michigan English Institute (2005-2006)
 English Teacher (Part time)
 Dongdaemun-gu, Seoul

Resume Preparation

Job Skills- Outline

1. Personality – Please use 6 positive adjectives to describe your personality

Profession Adjectives to Explain Your Personality w/Example Sentences:

Adventurous: I take risks. **Ambitious:** I am driven to succeed. **Approachable:** I work well with others. **Articulate:** I can express myself well in front of groups. **Autonomous:** I use initiative. **Calm:** I stay level headed in a crisis. **Charismatic:** I can be a leader when need be. **Cheerful:** I develop a positive work environment. **Clever:** I can juggle multiple tasks. **Competitive:** I thrive under pressure. **Confident:** I am not afraid to ask questions. **Cooperative:** I get along well in a team setting.

Courteous: I care about workplace atmosphere. **Creative:** I think outside the box. **Curiosity:** I am eager to learn. **Determined:** I am self-motivated. **Devoted:** I am committed to the company's success. **Diligent:** I always work my hardest. **Easy Going:** I easily adapt to new situations. **Educated:** I possess formal training. **Efficient:** I have very quick turnover time. **Eloquent:** I have strong communication skills. **Energetic:** I am able to work long and hard hours. **Enthusiastic:** I put my all into every project. **Flexible:** I am able to adapt my priorities. **Focused:** I am goal-oriented. **Friendly:** I am easy to work with. **Honest:** I value integrity. **Imaginative:** I am inventive in my work process. **Independent:** I need little direction. **Inexperienced:** I am a blank pallet. **Inquisitive:** I am excellent at gathering information. **Insightful:** I can read between the lines. **Intuitive:** I can sense when there is a problem. **Meticulous:** I pay attention to the small details. **Neurotic:** I am a perfectionist. **Open-minded:** I take constructive criticism well. **Opinionated:** I am comfortable voicing opinions. **Organized:** I am a meticulous planner. **Patient:** I am not easily ruffled. **Perceptive:** I can read people effortlessly. **Persuasive:** I am a natural salesperson. **Procedural:** I work best with structure. **Punctual:** I have great time management skills. **Quiet:** I am a great listener.

Relaxed: I do not stress easily. **Resourceful:** I use every tool at hand. **Responsible:** I always finish a task on time. **Talkative:** I am comfortable initiating a dialogue. **Technological:** I am industrially savvy.

*Note: Taken from Career.com

2. Please list 2 people who can give a positive comment about your personality. This is called a "reference."

Include:

- Name
- Telephone Number
- Address
- Where they work
- How you know them
- How Long You've Known Them

Do NOT list friends or family. **Do** list professors, previous or current employer.

<u>Name:</u>	<u>Telephone Number:</u>
<u>Address:</u>	<u>Employment:</u>
<u>Relationship:</u>	<u>How Long:</u>

<u>Name:</u>	<u>Telephone Number:</u>
<u>Address:</u>	<u>Employment:</u>
<u>Relationship:</u>	<u>How Long:</u>

3. Work experience – Please write down any work experience, volunteer experience, or school leadership experience.

Include:

- Name of company or school
- Address
- Telephone Number
- Supervisor or Manager
- Explain – What did you do

<u>Name of Company or School:</u>
<u>Address:</u>
<u>Telephone Number:</u>
<u>Duties (what did you do):</u>

<u>Name of Company or School:</u>
<u>Address:</u>
<u>Telephone Number:</u>
<u>Duties (what did you do):</u>

<u>Name of Company or School:</u>
<u>Address:</u>
<u>Telephone Number:</u>
<u>Duties (what did you do):</u>

<u>Name of Company or School:</u>
<u>Address:</u>
<u>Telephone Number:</u>
<u>Duties (what did you do):</u>

Professional Words

Reminder: Do not overuse these words to sound smart. Use the words relevant to your experience.

<u>Assist</u>	<u>Examine</u>	<u>Negotiate</u>	<u>Represent</u>
<u>Ability</u>	<u>Facilitate</u>	<u>Observe</u>	<u>Restructure</u>
<u>Action</u>	<u>Formulate</u>	<u>Obtain</u>	<u>Revise</u>
<u>Analyze</u>	<u>Fulfill</u>	<u>Operate</u>	<u>Safeguard</u>
<u>Analysis</u>	<u>Forecast</u>	<u>Organize</u>	<u>Select</u>
<u>Achievement</u>	<u>Generate</u>	<u>Originate</u>	<u>Spearhead</u>
<u>Accomplish</u>	<u>Gain</u>	<u>Overhaul</u>	<u>Standardize</u>
<u>Advance</u>	<u>Gather</u>	<u>Oversee</u>	<u>Strengthen</u>
<u>Conduct</u>	<u>Give</u>	<u>Participate</u>	<u>Structure</u>
<u>Consult</u>	<u>Head</u>	<u>Perform</u>	<u>Suggest</u>
<u>Commit</u>	<u>Host</u>	<u>Pioneer</u>	<u>Supersede</u>
<u>Conduct</u>	<u>Identify</u>	<u>Plan</u>	<u>Supervise</u>
<u>Coordinate</u>	<u>Implement</u>	<u>Prepare</u>	<u>Target</u>
<u>Delegate</u>	<u>Improve</u>	<u>Present</u>	<u>Test</u>
<u>Develop</u>	<u>Improvise</u>	<u>Promote</u>	<u>Train</u>
<u>Deliver</u>	<u>Influence</u>	<u>Provide</u>	<u>Transcend</u>
<u>Design</u>	<u>Launch</u>	<u>Publish</u>	<u>Unify</u>
<u>Define</u>	<u>Lobby</u>	<u>Pursue</u>	<u>Upgrade</u>
<u>Diverse</u>	<u>Maintain</u>	<u>Quantify</u>	<u>Utilize</u>
<u>Devote</u>	<u>Maintain</u>	<u>Rank</u>	<u>Validate</u>
<u>Distinguish</u>	<u>Managed</u>	<u>Receive</u>	<u>Value</u>
<u>Encourage</u>	<u>Market</u>	<u>Recommend</u>	<u>Write</u>
<u>Earn</u>	<u>Maximize</u>	<u>Redesign</u>	
<u>Enhance</u>	<u>Meditate</u>	<u>Reengineer</u>	
<u>Evaluate</u>	<u>Modernize</u>	<u>Reorganize</u>	

***Activity One**

Use your phone, a notebook, and a pen

Look up the words you do not understand, find the definition, and Korean translation

Place all of the words into the past tense

Remember:

Past Tense = verb+ed

walk = walked talk=talked (regular verbs)

eat = ate write = wrote (irregular verbs)

*****Reminder: Correct tense is very important on a resume.**

- o A description of a previous position should be - past tense verbs
- o A description of a current (now) position should be present tense verbs

Resume Check-List

Use this checklist to ensure that your resume is complete:

- One page only, unless you have significant previous experience
- Word processor generated, with full spell check and proofing
- Times Roman or other Serif font, 10 point to 12 point size (12 point is best)
- No more than two fonts or two sizes
- Margins no less than 1" and no more than 1.5"
- Quality bond paper, A4
- Contact information clearly stated; campus and permanent addresses both listed if appropriate; email; phone #; date of birth; picture
- Clear, focused objective
- Summary of your top three or four accomplishments, skills, and personality
 - Industry buzzwords and keywords included
- Degree listed first, college/university second
- GPA listed if over 3.0
- Graduation date listed, even if you have not yet graduated
- Experience section listing notable accomplishments
 - Industry buzzwords and keywords included
- Activities section listing your most notable extracurricular activities
- Languages, Computer Applications, etc. section if applicable

Spell-check and grammar-check your resume twice, then have at least two other people do it for you again.

Basic: Grammar

Using correct grammar is very important when writing your cover letter and resume. You want to make sure that if you are writing about:

- ❖ The Present: use Present Tense Verbs
- ❖ The Past: use Past Tense Verbs
- ❖ The Future: use Future Tense Verbs

Present Tense	<u>Current, What You Do Now</u> Verbs: Serve Clean Wash Deliver <i>Ex:</i> I <i>serve</i> coffee at Starbucks. I <i>clean</i> tables at OK Beef. I <i>wash</i> cars at Sam's Car Wash. I <i>deliver</i> pizzas for Pizza Hut.
Past Tense Regular Verbs add -ed Watched Talked Listened Irregular Verbs List Verb List	<u>What you did in the past</u> Verbs: Served Cleaned Washed Delivered <i>Ex.</i> I <i>served</i> coffee at Starbucks. I <i>cleaned</i> tables at OK Beef. I <i>washed</i> cars at Sam's Car Wash. I <i>delivered</i> pizzas for Pizza Hut.
Future Tense	<u>Something 'will' or is 'going to' happen in the future</u> Rule: going to + verb will + verb

<p>Use this tense to speak about accomplishments that will occur, but have not happened yet.</p>	<p>Verbs: Drink Swim Watch Run</p> <p><i>Ex:</i> I <u>will</u> drink coffee every morning. I am <u>going to</u> swim in the ocean. I <u>will</u> watch TV. I am <u>going to</u> run at the gym.</p>
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Basic Punctuation

Punctuation	A sentence needs proper punctuation. It needs A Period (.) Comma (,)
--------------------	--

<u>Period</u>	Use a period at the end of a sentence. <i>Ex.</i> I was very tired.
<u>Comma</u> Note: Remember period (.) means stop. Comma (,) means pause or breathe.	<ol style="list-style-type: none"> Use a comma when you want the person reading to pause. <i>Ex.</i> I worked hard on my English homework yesterday, but I haven't finished it yet. Use a comma to separate a series of words. <i>Ex.</i> I like pizza, hamburgers, and steak. Use a comma when beginning a sentence with: However, she was sad. Moreover, he was angry. Use a comma when you want to connect two sentences together using: and, but, so, or I saw a movie, and went to Bomun.

	<p>I went to the movies by myself, but I wanted to go with friends.</p> <p>I went to the movies, so I wouldn't be bored. I had to choose between popcorn, or a hotdog.</p> <p>5. Use a comma with dates that include month, day, and year</p> <p style="text-align: right;">March 3, 1999 June 16, 2013</p>
--	--

<u>Capitalization</u>	<p>1. All sentences should begin with a capital letter.</p> <p><u>S</u>he was laughing very hard.</p> <p>2. The letter I should always be a capital letter unless it is part of a word.</p> <p><u>I</u> want chicken. She is not sure if <u>I</u> want to go.</p> <p>3. Names should begin with a capital letter.</p> <p><u>Q</u>iana <u>G</u>ray <u>W</u>on <u>S</u>u <u>K</u>im</p> <p>4. Names of states, countries, cities, and brands.</p> <p><u>B</u>usan <u>S</u>outh <u>K</u>orea <u>C</u>alifornia <u>P</u>epsi <u>S</u>amsung</p>
------------------------------	---

<p>Do NOT start a sentence with</p> <ul style="list-style-type: none"> ★ Because ★ And ★ But 	<p>X Korea is a beautiful country. Because it has tall mountains, good weather, and good food.</p> <p>→ Korea is a beautiful country because it has tall mountains, good weather, and good food.</p> <p>X I went to the store. And I bought chicken.</p>
--	--

	<p>→ I went to the store, and I bought chicken.</p> <p>X I went to the store to buy chicken. But they didn't have any.</p> <p>→ I went to the store to buy chicken, but they didn't have any.</p>
--	---

Correct the errors that you find. (Punctuation & Capitalization)

lisa grew up in a huge family because she had six older sisters. all of them were very Beautiful. This made Lisa feel very bad. because She knew she looked nothing like them. Lisa had even heard People say she was the ugly sister.

As teens the girls spent every weekend out on dates but Lisa always stayed home alone. Her Sisters spent their days combing their hair and putting on makeup. lisa spent her days reading and studying so Her sisters laughed at her a lot

Cover Letter Formatting

Correct Cover Letter Formatting

PATRICIA CHOPIN
 5540 B Street, Bridgeton, Missouri 63044
 (314) 555.1697 • patti@anyisp.com

Correct Date → February 22, 20xx

Top Middle or Top Left of Page Put:
 Name
 Address
 Phone Number
 Email Address

Cassandra Peri, Manager
 Divot Delivery Services
 1205 Meridian St., Suite 7
 Bridgeton, Missouri 63044

Dear Ms. Peri:

• Employer Name
 • Department
 • Address

Your posting for an Executive Assistant indicated requirements that closely match my background and expertise. I have enclosed my resume to provide a summary of my qualifications and background for your review.

Throughout my career I have maintained the highest performance standards within a diverse range of administrative functions, which are clearly illustrated by my past successes. As Assistant to the Chief Financial Officer of SPTM Systems, Inc., I streamlined operations and reduced costs by consolidating operations and negotiating competitive rates with service providers. Additionally, while serving as an Assistant to a senior partner of Smith, Inc., I facilitated the implementation of a new promotional strategy that significantly increased the company's brand recognition.

Further qualifications I offer include the following:

- Successful track record supporting the efforts of executive-level staff, including CFOs, presidents, and senior partners.
- Strong background in all aspects of office management, from scheduling meetings and coordinating travel to overseeing budget and accounting functions.
- Demonstrated capacity to develop and maintain comprehensive administrative processes that improve the efficiency of day-to-day operations.

With excellent organizational and communication skills, an outstanding work ethic, and the ability to work well in both team-oriented and self-directed environments, I am positioned to exceed your expectations. I would welcome an opportunity to meet with you to discuss my qualifications and candidacy in further detail. Thank you for your consideration.

End your letter with:
 Sincerely
 OR
 Thank You
 & Your Name

Sincerely,

 Patricia Chopin
 Enclosure

Font: Times Roman or Arial
Size: 12
All sentences should go straight across the page

*Note: Cover Letter taken from Careerperfect.com

What is a cover letter?

A cover letter introduces you, explains your purpose for writing, highlights a few of your experiences or skills, and requests an opportunity to meet personally with the potential employer.

It is important that your cover letter is formatted correctly, has correct grammar, and list information about yourself that is true. For example, do not say you speak five languages if you only speak two.

***Activity One**

Use Google Docs and choose the professional words (from the list) that are relevant to your job/volunteer experience

Write your job/volunteer history using professional words
(2-3 Paragraphs)

Paragraph 1: Introduce yourself, the position you are interested in, where you 'heard' about the position (e.g., Google, Naver). End the paragraph saying "I believe my skills and qualifications will prove that I am a good candidate for this position"

Paragraph 2: Explain your work/volunteer experience, and explain how you used your skills in these positions.

Paragraph 3: Restate the positives about your personality, your experience, why you would be a good employee, and that you will wait to hear from him/her.

****Activity Two**

Practice saying/using the words relevant to your experience

Be prepared to use the words (speaking) next class

Homework Every Week

Begin putting the information from your job skills outline on cvmkr.com. Finish your Cover Letter paragraphs, and make sure your formatting is correct.

Reminder: The first draft of your resume and cover letter will be due Week 8.

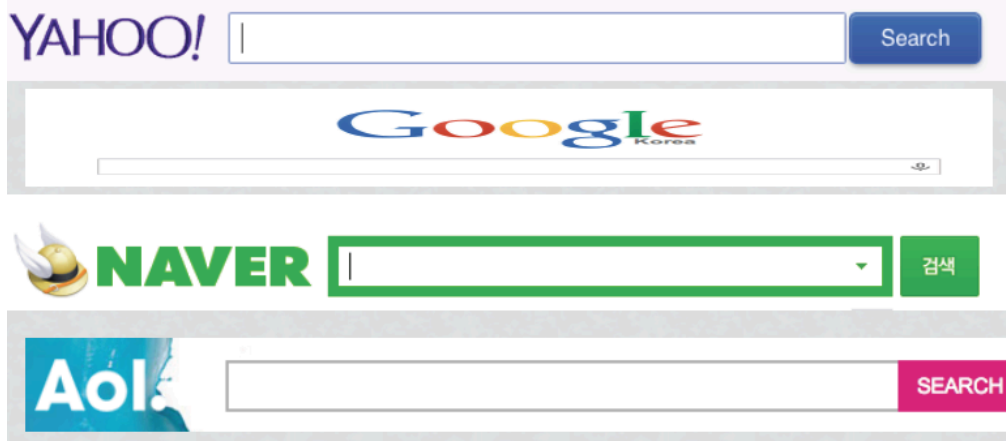
Researching Jobs Online

Online Search Engines

Searching for jobs online is the easiest way to understand what an employer is looking for in a new employee (e.g., qualifications, age), history of a company, location. There are many ways to search for and apply to jobs online, remember preparation is important.

Steps to Searching Online

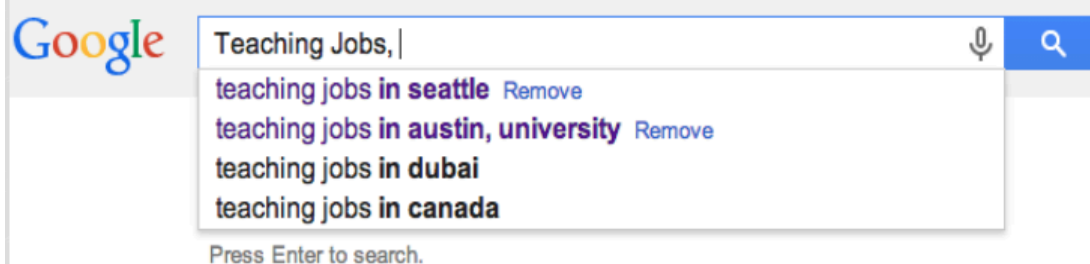
An easy way to begin a search is to type in the type of job you want in your web search engine. You can use Google, Naver, Yahoo, AOL, and many others.



Step 1: Type the job you are looking for, you can be specific

When you type the specific job in the browser you can place a comma (,) to add specific information.

A list will show you options for what you may be interested in.



Step 3:

After you press 'enter' a list of results will be shown for you to choose from.

Web Images Maps More ▾ Search tools

About 405,000,000 results (0.25 seconds)

Ad related to **Teaching Jobs** ⓘ

South Korea Teaching Jobs - TeachESLKorea.com
www.teacheskorea.com/ ▾
 Free flight, free apt, great school Teach ESL in Korea, Apply NOW

The ESL Job Center - Dave's ESL Cafe
www.eslcafe.com/jobs/ ▾
 Teach English Abroad with TESOL/TEFL/TEFL Certification. Since 1992, Oxford Seminars has provided students with the most professional, recognized, and ...

Korean Job Board - Dave's ESL Cafe
www.eslcafe.com/jobs/korea/ ▾
 TEFL Courses, TESOL Course, English Teaching Jobs - TEFL International ... Full-Time Native English Teachers Wanted in Seoul TLBU Global School ...

International Job Board - Dave's ESL Cafe
www.eslcafe.com/joblist/ ▾
 While doing the job you will be eligible for work permit, insurance, and free ... p.m.:
 Primary & Secondary Teaching Positions in Hong Kong - 2014 NET Scheme
 You've visited this page 3 times. Last visit: 11/18/13

seoul education/teaching jobs classifieds - craigslist
seoul.craigslist.co.kr/jobs ▾
 seoul education/teaching jobs classifieds - craigslist.

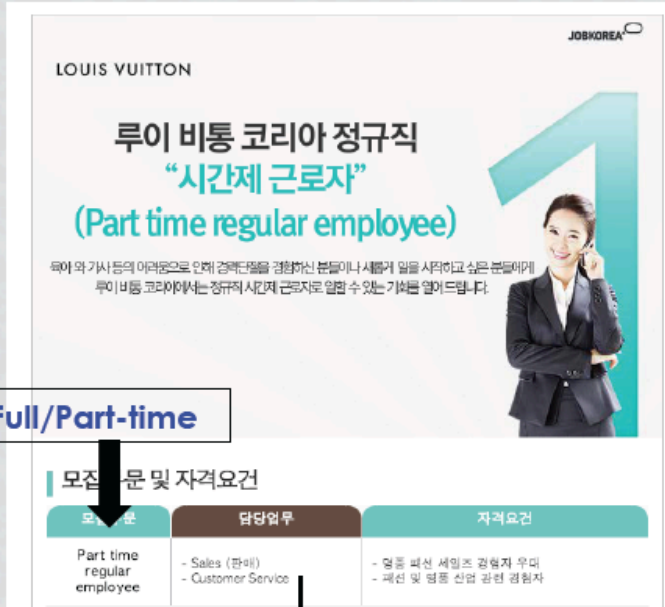
You will get a lot of results. It is best to stay on page 1 and choose from the top 5 on the list. The top 5 are usually the most popular.

Step 4: After you choose a website to visit you will be taken to a page where you can see the job you are interested in or you may need to type it in again and then information about the job will be shown.

Job sites will allow you to select the company you are interested in. Additionally, specific job sites will give you a wider variety when selecting where you want to work or intern.

NIS 홈쇼핑 NIS Home Shopping Responsible for corporate communications and new sectoral and career - 1.23	Tmax Soft (R) 2014 Jobs Recruitment in each category - 1.23	SIEMENS (R) Siemens Energy Solutions for new and	NAVER I&S (R) Naver I & S (R) (NHN I & S / subsidiary) each category of new	LOUIS VUITTON Louis Vuitton Korea (Full-time) part-time workers (Sales Sales) - 0.00
KN (R) K. Yen 2014 open adoption (New / Experienced) - 0.00	SK Engineering & Construction (R) SK Construction - January	F & R non Jalisco F & R Jalisco and non-career managers for new bonds - 1.23	Hannu (R) The first half of 2014 Recruitment - 0.00	Hannu (R) The first half of 2014 Recruitment - 0.00
FIRCROFT Saudi state-owned oil company Project Engineer for each	SK D&D (R) The first half of 2014 recruit each sector (See today)	HI-LEX (R) aortic New bonds in each field in the first half 2014 - 0.00	LOTTE CONFECTIONERY Lotte (R) Experienced concession - 1.23	Hyundai Oilbank Hyundai Oil Bank (R) Intern MD Admissions 2014 - 0.00
S-OIL (R) Recruiting career in 2014 in each category (See today)	WON (R) winport Research 2014 for each sector recruitment - 0.00	Dongwon Industries (R) Tertiary foreign mobilization recruitment 2014 - 0.00	Korea RRL (R) F. UNIQLO each sector Experienced	CLEX (R) F. UNIQLO each sector Experienced

Step 5:



루이 비통 코리아 정규직 “시간제 근로자” (Part time regular employee)

목아와 기사님들의 어려움으로 인해 경력단절을 경험하신 분들이나 새롭게 일을 시작하고 싶은 분들에게 루이비통 코리아에서는 정규직 시간제 근로자로 일할 수 있는 기회를 열어드립니다.

모집 부문 및 자격요건		
모집 부문	담당업무	자격요건
Part time regular employee	- Sales (판매) - Customer Service	- 일몰 패션 세일즈 경험자 우대 - 패션 및 명품 산업 관련 경험자

Title of the position

After you select a company of interest – the ad will explain:

Additional information including alternative contact information

근무조건

- 주 20시간 (하루 4시간 7분 또는 해당 사업자 특사 사업에 따라 소계를 설정 가능)
- 주 16시간 (주말 보일 근무 포함)
- 영어 (내부 규정 기준) 채용 후 근무시간 (내) 언어 해당)

복리후생

- 회사수당 (오세-7세까지 자녀 1명당 월 20만원 지급)
- 임대료, 교통요금, 장기 건강보험, 상해보험 100% 지원 및 기타 루이비통 복리후생 혜택
- 인, 기사 급여상 복리후생은 동일해선 제공

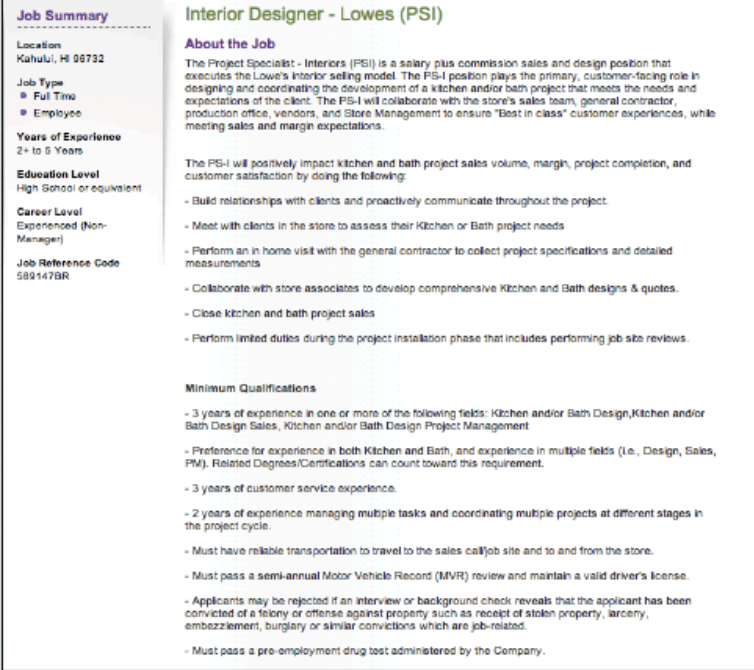
지원서 접수 (E-mail 접수 및 잡코리아 온라인 입사지원)

- 이메일 접수 - 지원장서 (지원장서첨가)
- (이메일 제출전에 반드시 "루이비통 - OOO(이름)" 이라고 적어주세요.)
- 주요 업무 접수는 필수하지 않습니다.
- hr@lv.vuitton.com

전형 방법

서류검토
면접
최종면접
합격

Step 6: Pay attention to the location, requirements, history of company, and wage (pay)



Job Summary

Location
Kahului, HI 96732

Job Type
• Full Time
• Employee

Years of Experience
2+ to 5 Years

Education Level
High School or equivalent

Career Level
Experienced (Non-Manager)

Job Reference Code
589147BR

Interior Designer - Lowes (PSI)

About the Job

The Project Specialist - Interiors (PSI) is a salary plus commission sales and design position that executes the Lowe's Interior selling model. The PSI position plays the primary, customer-facing role in designing and coordinating the development of a kitchen and/or bath project that meets the needs and expectations of the client. The PSI will collaborate with the store's sales team, general contractor, production office, vendors, and Store Management to ensure "Best in class" customer experiences, while meeting sales and margin expectations.

The PSI will positively impact kitchen and bath project sales volume, margin, project completion, and customer satisfaction by doing the following:

- Build relationships with clients and proactively communicate throughout the project.
- Meet with clients in the store to assess their Kitchen or Bath project needs
- Perform an in home visit with the general contractor to collect project specifications and detailed measurements
- Collaborate with store associates to develop comprehensive Kitchen and Bath designs & quotes.
- Close kitchen and bath project sales
- Perform limited duties during the project installation phase that includes performing job site reviews.

Minimum Qualifications

- 3 years of experience in one or more of the following fields: Kitchen and/or Bath Design, Kitchen and/or Bath Design Sales, Kitchen and/or Bath Design Project Management
- Preference for experience in both Kitchen and Bath, and experience in multiple fields (i.e., Design, Sales, PM). Related Degrees/Certifications can count toward this requirement.
- 3 years of customer service experience.
- 2 years of experience managing multiple tasks and coordinating multiple projects at different stages in the project cycle.
- Must have reliable transportation to travel to the sales call/job site and to and from the store.
- Must pass a semi-annual Motor Vehicle Record (MVR) review and maintain a valid driver's license.
- Applicants may be rejected if an interview or background check reveals that the applicant has been convicted of a felony or offense against property such as receipt of stolen property, larceny, embezzlement, burglary or similar convictions which are job-related.
- Must pass a pre-employment drug test administered by the Company.

All job/internship positions will explain:

- Company History
- Location
- Job Type (Full/Part Time)
- Experience the company wants you to have (very important to check)
- Education Required (very important to check)

Remember: You want to be successful. This means that if you do not meet the requirements of a position you should not apply. You want to match your skills, experience and personality to the job of interest.

Another way to apply for jobs and internships online involve applying at a specific company, or a specific job site.

Job Sites (websites)

- www.Monster.com
- www.Indeed.com
- www.jobskorea.com

Specific Companies (Where do you want to work?)

- <http://www.samsung.co.kr/main.do> (click the tab for jobs/careers)

◆ **Remember:** If you know where you want to work, go directly to their website and find the career/job tab

Homework

Research jobs online that you are interested in. They need to be non-Korean companies. Print and bring to class 3 jobs that you are interested in:

Two = Jobs that you can apply for now (your qualifications and experience match)

One = Job you want in the future (your qualifications and experience do not match, but you want it)

Preparing for Your Interview

You will need to become confident and comfortable with answering some of the following questions:

Most Common Interview Questions

1. What are your strengths?
2. What are your weaknesses?
3. Why are you interested in working for *[insert company name here]*?
4. Where do you see yourself in 5 years? 10 years?
5. Why do you want to leave your current company?
6. Why was there a gap in your employment between *[insert date]* and *[insert date]*?
7. What can you offer us that someone else cannot?
8. What are three things your former manager would like you to improve on?
9. Are you willing to relocate?
10. Are you willing to travel?
11. Tell me about an accomplishment you are most proud of.
12. Tell me about a time you made a mistake.
13. What is your dream job?
14. How did you hear about this position?
15. What would you look to accomplish in the first 30 days/60 days/90 days on the job?
16. Discuss your resume.
17. Discuss your educational background.
18. Describe yourself.
19. Tell me how you handled a difficult situation.
20. Why should we hire you?
21. Why are you looking for a new job?
22. Would you work holidays/weekends?
23. How would you deal with an angry or irate customer?
24. What are your salary requirements? (*Hint: if you're not sure what's a fair salary range and compensation package, research the job title and/or company on Glassdoor.*)
25. Give a time when you went above and beyond the requirements for a project.
26. Who are our competitors?
27. What was your biggest failure?
28. What motivates you?
29. What's your availability?

30. Who's your mentor?
31. Tell me about a time when you disagreed with your boss.
32. How do you handle pressure?
33. What is the name of our CEO?
34. What are your career goals?
35. What gets you up in the morning?
36. What would your direct reports say about you?
37. What were your boss's strengths/weaknesses?
38. If I called your boss right now and asked him what is an area that you could improve on, what would he say?
39. Are you a leader or a follower?
40. What was the last book you've read for fun?
41. What are your co-worker pet peeves?
42. What are your hobbies?
43. What is your favorite website?
44. What makes you uncomfortable?
45. What are some of your leadership experiences?
46. How would you fire someone?
47. What do you like the most and least about working in this industry?
48. Would you work 40+ hours a week?
49. What questions haven't I asked you?
50. What questions do you have for me?

Write Down the Top 5 Questions (Your Teacher will Tell You)

1. _____
2. _____
3. _____
4. _____
5. _____

Dressing for Your Interview

Dress for Success

Women DO:

Shoes:

- § Clean, well-polished dress shoes**
- § Closed toe pumps**
- § Shoes should stay on your feet and be comfortable to walk in**
- § A little heel is better than flat shoes (flat shoes may appear too casual)**

Skirts and Dresses:

- § *Hemlines should be right above your ankles or right above your knee***
- § *Well-fitting, not too tight nor too loose***
- § *Tailored skirts (pencil skirts are perfect)***
- § *Well-made skirt suits***

Tops:

- § Properly fitted (button ups are perfect)**
- § Tops should not reveal your body when you move or gesture**

Pants:

- § *Solid color dress pants***
- § *Pants with stretch***
- § *Straight leg or bootcut***
- § *Pant Suits are Perfect!***

Reminder:

- 1. Black, Blue (navy), Grey, Crème**
- 2. Freshly ironed**
- 3. Well-groomed hands, nails, hair**
- 4. Not too much jewelry**
- 5. Little to no perfume**

Men DO:**Shoes:**

- § Clean, well-polished dress shoes**
- § Dark socks**
- § Black, Dark Brown**
- § Belt should match your shoes and socks**

Suit:

- § *Conservative two-piece suit***
- § *Black, Navy, dark Gray***
- § *Tie (solid color/stripes/small pattern)***
- § *Clean, tailored (not too big, not too small)***
- § *Nothing in pants pockets (avoid unnecessary bulges)***

Accessories:

- § Watch**
- § Ring**
- § Little to no Cologne**

Reminder:

- 1. Clean & shaven face**
- 2. Clean hands and fingernails**
- 3. Fresh or nicely cut hair**
- 4. Little to no cologne**
- 5. Not too much jewelry**

Dress for Success: Women and Men

What do you wear to a career fair?
To a job interview?
To your first day on the job?



Look professional—first impressions count. **HERE'S WHAT TO WEAR:**

What to Wear: Women



SUIT: Wear a conservative suit or conservative dress in black, navy, or dark gray. Skirt length should fall just at or barely above the knee. Pants should be hemmed to skim the top of your shoes.



SHIRT: Pair your suit with a white or light-colored blouse, a nice sweater, or a shell.



HOSIERY AND SHOES: Hosiery should be plain or neutral. Shoes should be a closed-toe pump or low-heeled shoe that matches your suit.



ACCESSORIES: Wear a minimum amount of jewelry: small earrings, a watch, a ring.



GROOMING: Have a well-groomed hairstyle and wear minimal and natural-looking makeup. Your fingernails should be clean. Wear a light polish or no polish.



WHAT NOT TO WEAR: Short skirts, shorts, see-through or low-cut shirts, sandals, clanking or large jewelry

What to Wear: Men



SUIT: A conservative, two-piece suit in black, navy, or dark gray is appropriate. Khakis, if business casual is called for.



SHIRT: Pair it with a long-sleeved white or light blue tailored shirt.



TIE: Choose a conservative tie. Look for something with stripes or a small pattern.



SHOES: Wear polished dress shoes, dark socks, and a belt to match your shoes.



ACCESSORIES: Wear a minimum amount of jewelry: a watch, a ring.



GROOMING: Have a well-groomed hairstyle and clean fingernails.



WHAT NOT TO WEAR: Shorts, jeans, t-shirt, wild tie

Types of Business Attire

Business Professional: When attending professional events such as career fairs or interviews, making a first impression is vital. For these events, wearing *business professional* dress is the most appropriate form of attire.

Professional dress:

Men, professional dress means a dark business suit, conservative dress shirt worn with a tie, and shined dress shoes.

Women, professional dress means a dark skirted or pants suit, conservative dress shirt, hosiery and pumps (closed toe with a heel). Keep accessories and jewelry to a minimum.



Business Casual: For less formal events, like employer information sessions, students may choose to wear *business casual* dress. Business casual means neat and appropriate dress that is classic rather than trendy.

Men, business casual means suit pants or khaki type pants, typically a button-down collared or polo shirt (tie is optional and a jacket can also be appropriate), and traditional black or brown shoes.

Women, business casual for women means classic dress pants, a well-pressed dress shirt or blouse (traditional button-down, collared is often appropriate), and a coordinating dress shoe. Also acceptable is a skirt and blouse or dress.



Important at Any Level: Your clothes must always be clean, pressed and in good condition. Proper fit is the key to any look you choose.

Source: <http://www.bus.wisc.edu/career/student/dressforsuccess/DressforSuccess.pdf>, University of Wisconsin-Madison School of Business, Business Career Center

References

References are people who give reasons why you should get a job, internship, or specific opportunity

2015



First: Decide who to choose as a reference.

As a rule:
-Have 3 references
-References should be: Professors, Previous Employer, Previous Co-Workers, Team Members, Coaches

When you decide who you want your references to be, you need to ask them to write a letter of recommendation for you



When you receive the letter, check it! Make sure what is said about you is truthful and accurate

Make sure you give the person time to write your letter. Do not wait until the employer ask for one. Be prepared!

You can ask through email, or face to face.



Always thank your reference for their help!

Now you are ready to get the job you want!

Notes Page