

# 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.

## Monitoring

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

## Reading Comprehension

Understanding written sentences and paragraphs in work-related documents.

## 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.

## Judgement and Decision Making

Considering the relative costs and benefits of potential actions to choose the most appropriate one.

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# CAREER TIPS ON THE GO



## A quick guide to getting the job

Resumes  
Interviews  
Job skills  
Applications



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# 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



## A Resume Guide

There's no telling just how many resumes an employer might get in a day for a job. It's the first impression you make to a prospective employer, and it only takes 10 to 15 seconds to determine if you will be called in for an interview.

### Top Resume Strategies

Go beyond the standard resume.

Here are four strategies to make your resume unique:

**Sell yourself** - Identify what makes you different from other applicants.

**Identify your transferable skills** - These skills are major selling points that set you apart.

**Highlight your accomplishments** - Listing accomplishments gives you credibility.

**Use keywords effectively** - Specific words used in your resume are critical to communicate your value to an organization.

### Why have a GREAT resume?

- Grab the attention of employers and recruiters.
- Sell your strongest skills and accomplishments.
- Show why you are a potential match for a position or project.
- Communicate your current capabilities and future potential.
- It helps you take the next step in your career.
- It gets you the interview.

# The Interview

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 jewelry. 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 maintain 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.

## Questions?

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?