

# Beyond the Basics: Pro Tips for Your Job Search

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The Association of  
Accountants and  
Financial Professionals  
in Business

# Featured Presenters



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# About Robert Half



# Agenda

1. Employment Snapshot
2. Research and Application Phase
3. Resume Tips
4. Interview Tips
5. Onboarding and First 90 Days
6. Resources



# Poll Question 1:

**What is the biggest challenge you face during the job search process?**

- A. Finding Suitable Job Openings
- B. Tailoring Resumes and Cover Letters
- C. Navigating Online Application Systems
- D. Other (put in the chat!)

# Poll Question 1 Results: (Placeholder)

# Employment Snapshot

# U.S. Employment snapshot



**9.6M**

Job Openings



**5.9M**

Hires



**3.8%**

Unemployment  
Rate



**2.1%**

Unemployment Rate for  
College-Degreed Workers  
25+



**3.6M**

Quit Rate



# Research and Application Phase

# LinkedIn Basics

- Initial “impression” in the application process
- Use a high-quality professional photo
- Build out your profile using keywords
- Create and expand your online network
- Post to LinkedIn



# Finding the right job



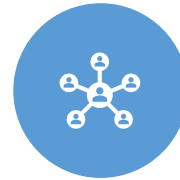
UNDERSTAND YOUR  
STRENGTHS AND  
OFFERINGS



PREPARATION  
BUILDS CONFIDENCE



BE TRUE TO YOUR  
PRIORITIES, BE OPEN  
TO NEW IDEAS



NETWORK  
STRATEGICALLY



TRACK YOUR PROGRESS

# Poll Question 2:

**Which section of a resume do you find the most challenging to write?**

- A. Work Experience
- B. Skills
- C. Education
- D. Summary/Objective

## Poll Question 2 Results: (Placeholder)

# Resume Tips

# The Art and Science of the Resume

- Summary/Objective Statement
- Work Experience
- Skillsets
- Education



# Do's and Don'ts of Resume-Crafting

- Proofread multiple times and try different formats, layouts and fonts
  - Make it easy to read
  - Quantify when possible
  - Highlight recent and relevant skills
  - Highlight your ROI
- Don't exaggerate or lie
  - Don't leave out numbers or key experiences
  - Don't copy and paste from another source



# Utilizing AI for Resume Preparation

- Improve format and layout
  - Change the tone of the message
  - Summarize or expand
  - Match resume to a target role
  - Proofread and recommend improvements
  - Check for grammar and spelling errors
- *Example 1: Review my resume, format to one page and make recommend changes to improve and tailor my resume as I apply to a controller position at a medium sized real estate investment firm here in Boston.*
  - *Example 2: Use my resume to create a dynamic and professional introduction that can serve as a cover letter or an introduction in an email. Keep the introduction to no more than 2 paragraphs, highlight all my key skills and achievements within the real estate industry as an accounting professional.*

# Poll Question 3:

**How do you usually prepare for a job interview?**

- A. Researching the Company
- B. Rehearsing Answers to Common Questions
- C. Practicing with Friends/Family
- D. All of the above

# Poll Question 3 Results: (Placeholder)

# Interview Tips

# Interview Do's and Don'ts

## The Dos

- Research, Prepare and Practice
- Consider technology or transport risks (virtual vs in person)
- Present professionally
- Be friendly, polite and yourself
- Give yourself plenty of time before and after just in case
- Follow up with a thank you note

## The Don'ts

- Overly confident
- Panic
- Assume technology always works
- Exaggerate or lie
- Discussing compensation prematurely
- Don't speak negatively of past employers
- Don't speak too fast
- Checking your phone

# AI in your interview prep

Chat GPT: “Can you help me prepare for an interview?”



Research

Sample  
questions

Feedback on  
answers

Practice  
common  
scenarios

# Poll Question 4:

**Have you ever sent a thank-you note after a job interview?**

- A. Yes, always
- B. Yes, sometimes
- C. No, but I plan to start doing it
- D. No, I didn't know it was important

# Poll Question 4 Results: (Placeholder)



# Onboarding and Your First 90 days


# Maximizing your first 90 days on the job

- Be prepared for your first week
- Embrace the induction process
- Set realistic goals
- Get to know your colleagues
- Ask for feedback throughout
- Perfect your introduction
- Be curious
- Be flexible
- Own your mistakes
- Find a mentor

# RESOURCES

## The Robert Half Blog



Job Seeker

[Search Jobs](#) [Upload Resume](#) [Career Advice](#) [Salary Guide](#)

[The Robert Half Blog](#) > [Resume Skills Employers Will Actually Read \(With Examples!\)](#) [Looking to hire?](#)

### Resume Skills Employers Will Actually Read (With Examples!)

By Robert Half on July 9, 2022 at 8:17 pm

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As you carefully craft a resume that's tailored for the specific role you're applying for, know that the way you report your skills for a job can determine how far you advance in the hiring process. If you want your resume to show you have what it takes to justify an interview, you need to show off your job skills.

The skills on your resume can differentiate you from the competition so you can land the position you want. And if a hiring panel does decide to offer you the job, your resume skills section can easily influence the salary figure they settle on.



Navigate the Guide

Welcome to the 2024 Salary Guide From Robert Half



## Salary Guide

# Questions and Answers



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# Thank you!



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