

TEN SEARCH “DOS” and “DON’TS”

MATERIALS

- 1. DO send all the materials requested**
 - Carefully proofed (by someone else)
 - Your name as part of file name of each document (vs. Resume.doc)
- 2. DON’T send a bunch of other stuff**
- 3. DO customize the cover letter to the job**
 - Make the connection between their needs and your skills / experience
 - Make the case of how you meet the criteria on the position profile
- 4. DON’T use the cover letter to rehash your resumé**

INTERVIEWS

- 5. DO prepare, prepare, prepare**
 - Why are you interested in the job?
 - Prepare for the questions you KNOW they will ask (strengths, weaknesses, successes, failures)
 - Research the organization – news stories, website, 990s, social media
- 6. DON’T think you’ll just “wing it”**
 - Go in with notes!
 - Adrenaline is a great erasure of memory
- 7. DO make TWO LISTS in advance**
 - What do you want to know about you (4-6 key bullet points)
 - What do you want to know about them (3-5 key questions)
- 8. DON’T try to work all the bullet points above into the first five minutes**
 - Look for opportunities to bring these into the conversation

FOLLOW-UP

- 9. DO send a thank you letter**
 - On paper. In an envelope. With a stamp.
 - Within a day or two.
- 10. DON’T harangue the organization with follow-up phone calls**