



HOW DO YOU GET AN INTERVIEW WHEN HUNDREDS OF PEOPLE ARE APPLYING FOR THE JOB?

For an interview, a candidate is reduced to giving an impression favorable enough for the person granting interviews in which the applicant receives. There is no specific formula for doing this, and every vacancy will require a customized approach, in order to succeed.

The following are tips for getting an interview that should be useful in many situations.

Investigate what qualifications the hiring person is really looking for. Also specifically, which company wishes to hire a new employee? Research on the specific position of the company must be done before applying for. A resume can be tailored for the position. Search the Internet for stories of other people who have applied to that company or similar work; talk with people currently working in the company, if possible.

Companies often make broad requests for qualification on job vacancies, when in reality they want someone with a specific education level or certification. An advertisement for a laboratory assistant position might say that the minimum level of education is a high school diploma. Actually they could be looking for someone with an associate degree at a higher education level who may require more payment due to company rules and low levels of education may require more training.

They have contacts within the company to help. The old saying, "It's *not what you know*, it's *who you know*", remains true even in the modern workplace. If you know people through university, a professional organization, or are related to have someone well regarded in a company to vouch for your ability means they are much more likely to have an interview. At least, that person can give a letter of recommendation that will lend weight to his application; in the best case, you can talk to someone in human resources and get an interview fixed.

Clearly show your qualifications on your resume. You not only have to send a generic resume, but be sure to send a clear signal that meets all requirements for the position. If you do not have the necessary qualifications screened, you will not get an interview.

Send an impressive letter of introduction. The cover letter allows an applicant to set himself apart from other potential recruits to address specifically those highlighted one in the job. Let the potential employer know specifically what the best choice for the job is and why you deserve an interview.

Delete words limiting your resume and application. Certain words or phrases may disqualify you from a position; so if possible remove them from your resume. Do not specify salary requirements unless absolutely necessary; asking too much or too little could eliminate the use of the stack of rental potential. If you are willing to travel for work, since it sets, do not mention that if you are willing to travel only occasionally, or within a limited distance.

If possible and allowed, be in contact with a prospective employer about a week after the application deadline has passed. Some HR people prioritize candidates that follow up believing that the monitoring shows that they really need the job. This practice has gone out of favor with the sheer volume of applications for many companies that receive, so check the job offer to see if the monitor implementation is appropriate. Do not harass the company - simply call or e-mail once, if contact information is provided in the workplace and is convenient.