



Navigating the Job Market in the Digital Age - Recap

Over 100 attendees learned about how to navigate the job market in the digital age at the opening seminar at this year's Suppliers' Expo. Attendees both young and not so young walked away with insight into how to improve their resumes and prepare for a job interview.



Chicago Section IFT was appreciative that the panelists were willing to share their knowledge and expertise. The panel was led by Todd Freund Chair of the Employment Committee.



Todd Freund
Momentum Scientific
Founder & President



Terry Kozlowski
Achievement Group LLC -
President



Julie Kedzior
Prinova USA
Director, Human Resources



Jonathan Vazquez
LinkedIn
Customer Success Representative



Catherine McCarthy
Lab Support
Senior Branch Leader



Cherie Morris
Aerotek Scientific, LLC
Sr Professional Account
Recruiting Manager

Insight from the Panelists:

Cover Letter

If used, make sure it is accurate for grammar, punctuation, and the same font used throughout the document. It is another impression that the company can have of you - make sure it's a good one.

If you have researched the company, it can be mentioned in the cover letter. Customize it for the position.

Resumes

Try to keep the resume to a maximum of 2 pages in length. Always use a professional e-mail address. (ex: kittiecat34@aol.com is not acceptable)



The 1st Interview

Research the company website. Ask good questions (company culture, opportunity for growth, etc . . . stay away from number of vacation days and timing of salary increases) Dress professionally, regardless of the job you are applying for.

Do I or Don't I?

If you recently interviewed with a company and have not heard back from them, it is perfectly acceptable to call and ask if a decision has been made. If not, feel free to ask if there is a timeline for the hiring process.

If you submitted your resume for review and have not heard back from the hiring company, it is again, acceptable to call and confirm that the resume has been received. This will allow you to ask about the timeline for the hiring process

Thank You Follow Up

Electronic is totally acceptable. Hand written is a more personal touch as a secondary follow up. Know the timeline for position hiring.

Must Haves if on LinkedIn

- Picture
- Summary
- Skills
- Additional Interests
- Publishing Content

Remember - more than recruiters are looking at your profile. Culture match is important.

Each of the panelists provided handouts for additional information. Check the CSIFT Career Center page for more information.