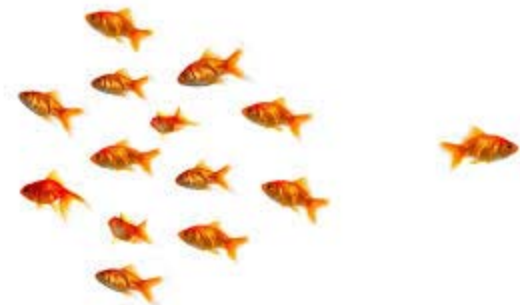
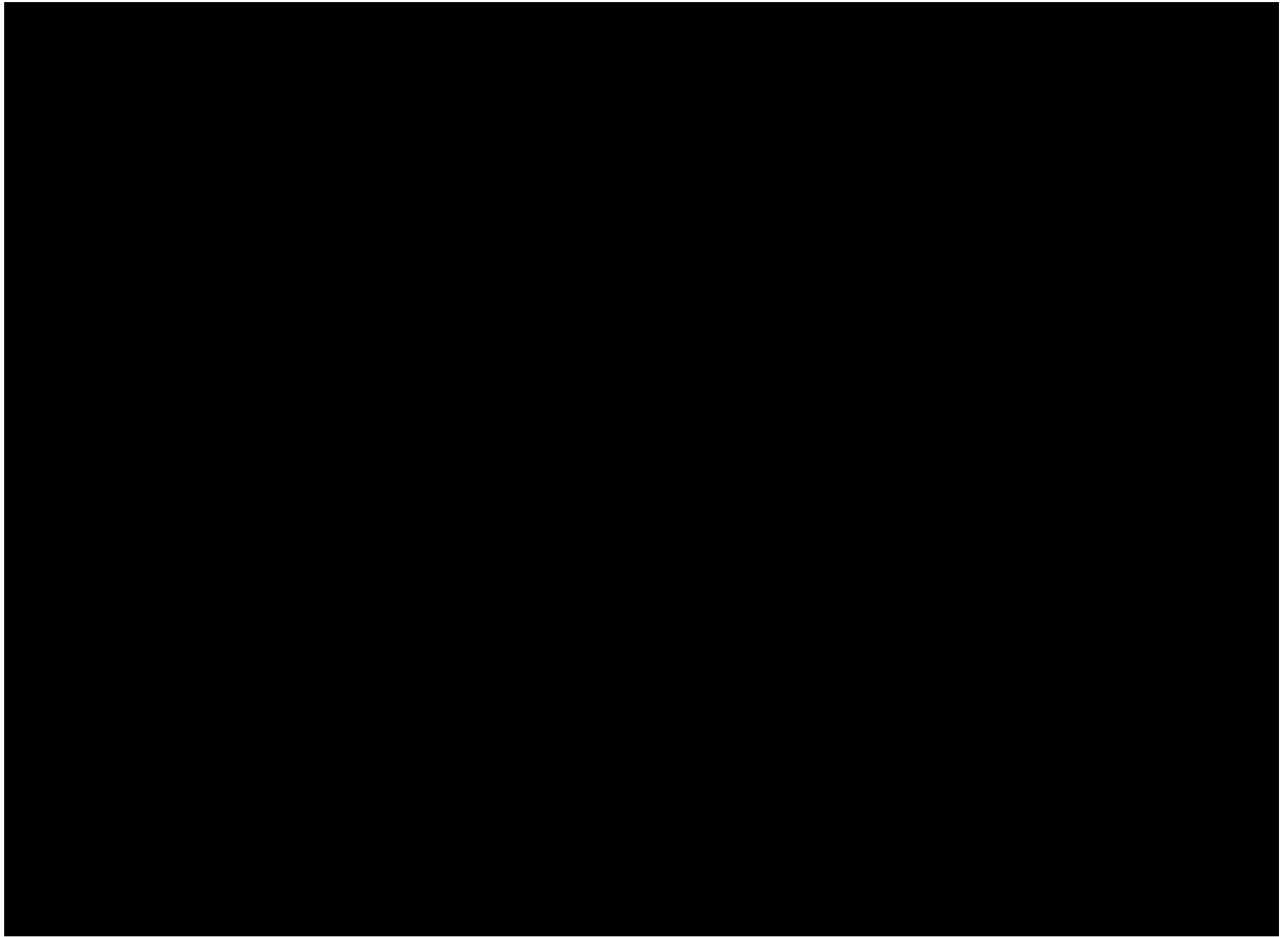


How to be the Fish that Gets Caught



H2 | Performance Consulting
accelerate your business





Who Is H2?



H2 | Performance Consulting
accelerate your business

We're hiring a Project Manager



The Flip Side of the Resume

- Lots of resumes
- Lots of project managers

How do I decide??

Catching My Eye



- Tells a story
- Puts me in the project
- Tells me what tools utilized on the project
- Does not recite the table of contents of the PMBOK
 - Sample Resume

The Immediate “Toss Outs”

- Too brief – nothing to work with.
- Too much information – too many details – please don’t put me to sleep – that’s just not nice!
- Missing contact information.
- Objective is clearly written for another company – am I your second choice, or just one of many?
- Strange employment gaps or patterns – what’s really going on here?
- Or perhaps a bit of

Just For Laughs

- Objective: Seeking a party-time position with room for advancement.
- Achievement: Planned a new corporate facility at \$3 million over budget.
- Skills: I am a rabid typist.
- Hobbies: Enjoy cooking Chinese and Italians.
- College: August 1880 to May 1984.
- Cover Letter: I would like to assure you that I am a hardly working person.
- Personal Information: Married, eight children, prefer frequent travel.
- Language Skills: Exposure to German for two years – but many words are inappropriate for business.
- Reason for Leaving: The owner gave new meaning to the word paranoia.
- Achievements: Nominated for prom queen.
- Education: Finished eighth in class of ten.

Your it! - The Call!



Telling YOUR
story!

Set the Stage

What kind of questions will they ask?

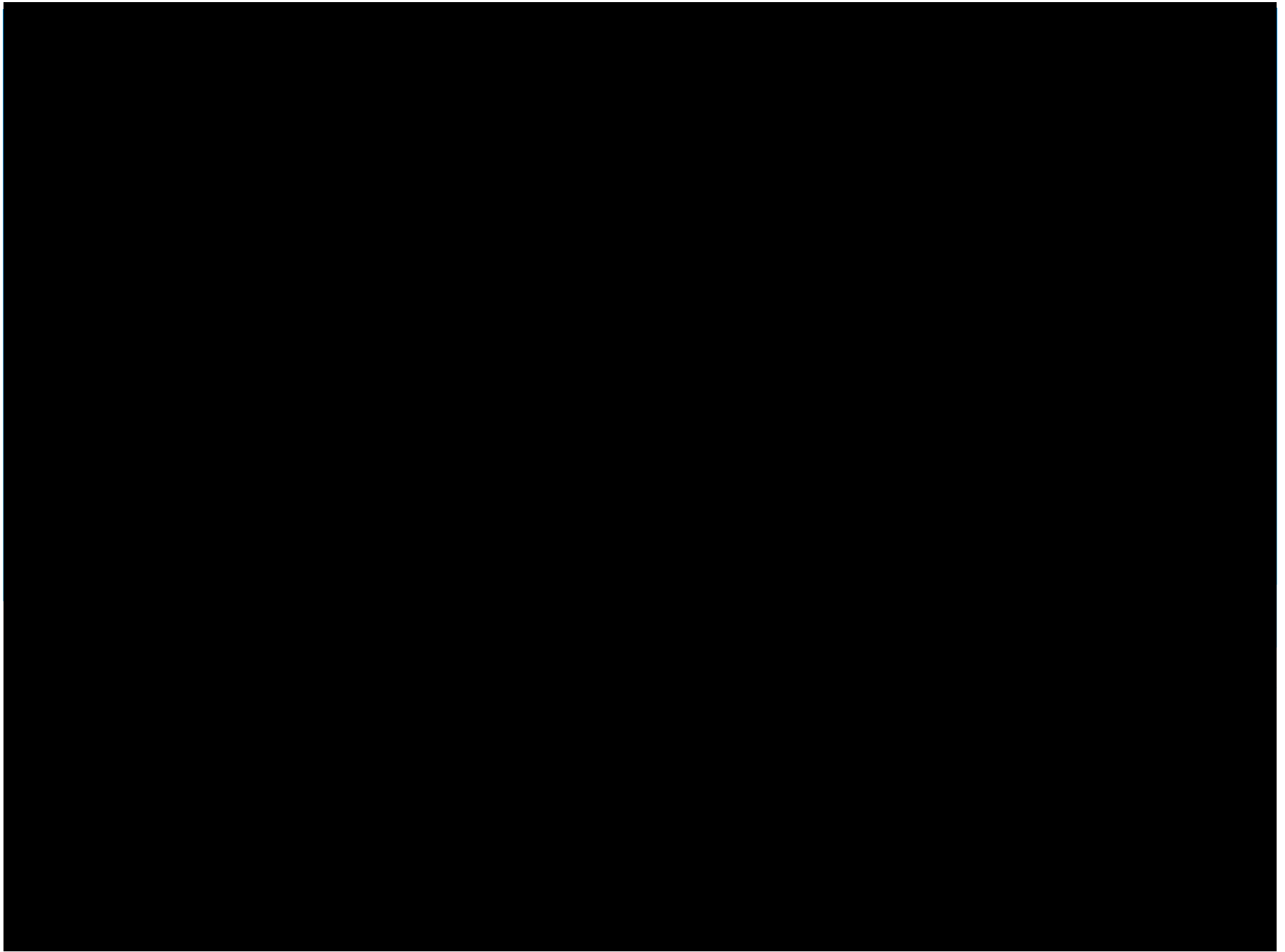
Oh geez, what if they ask my desired salary?

Did I do enough research?

Why all of a sudden can I not remember a thing I've done?

What is my greatest strength?

Sound familiar?



Deep Breath – Step Back and.....

tell
them
your
story

Teach them
something by the
end of the session!

Your story should include:

What the project is about

- What does the company do?
- What is the project trying to accomplish or produce
- Size/Scope of project - \$\$\$
- Who you are supporting

Your story should include:

Why did the company bring you on?

Your story should include:

What is the make up of your team, how many people, what are their roles and your role in relation to the team.

Your story should include:

What you do on a day to day basis – major responsibilities including special reporting.

Your story should include:

What special technologies, programs and operating systems you work with in this role.

Your story should include:

Challenges you've faced or successes

- How you dealt with issues
- What this role has taught you

Your story should include:

WARNING – Don't go CRAZY!!!

Let's Play A Little Game

1. Turn to the person on your right.
2. If you do not know the person – introduce yourself.
3. Play Rock-Paper-Scissors to determine who goes first. Rock smashes scissors, scissors cut paper, and paper covers rock.
4. In 6th grade terminology, tell the story of what your job is right now.



Take it to the NEXT LEVEL

SOCIAL MEDIA/RECRUITING SITES – Get your resume out everywhere!



Take it to the NEXT LEVEL

NETWORKING – Get out there and meet people!



Rotary Club of Pensacola

District 6940 - Club No. 4248 - Pensacola, Florida



Keep a Professional Summary Workbook in Excel

- **Project History Tab – Include**

- Project Name
- Dates
- Role
- Revenue/\$\$
- Team Size
- Objective
- Technologies Utilized
- Interesting things – challenges, successes, lessons learned

- **Technologies/Certification Tab**

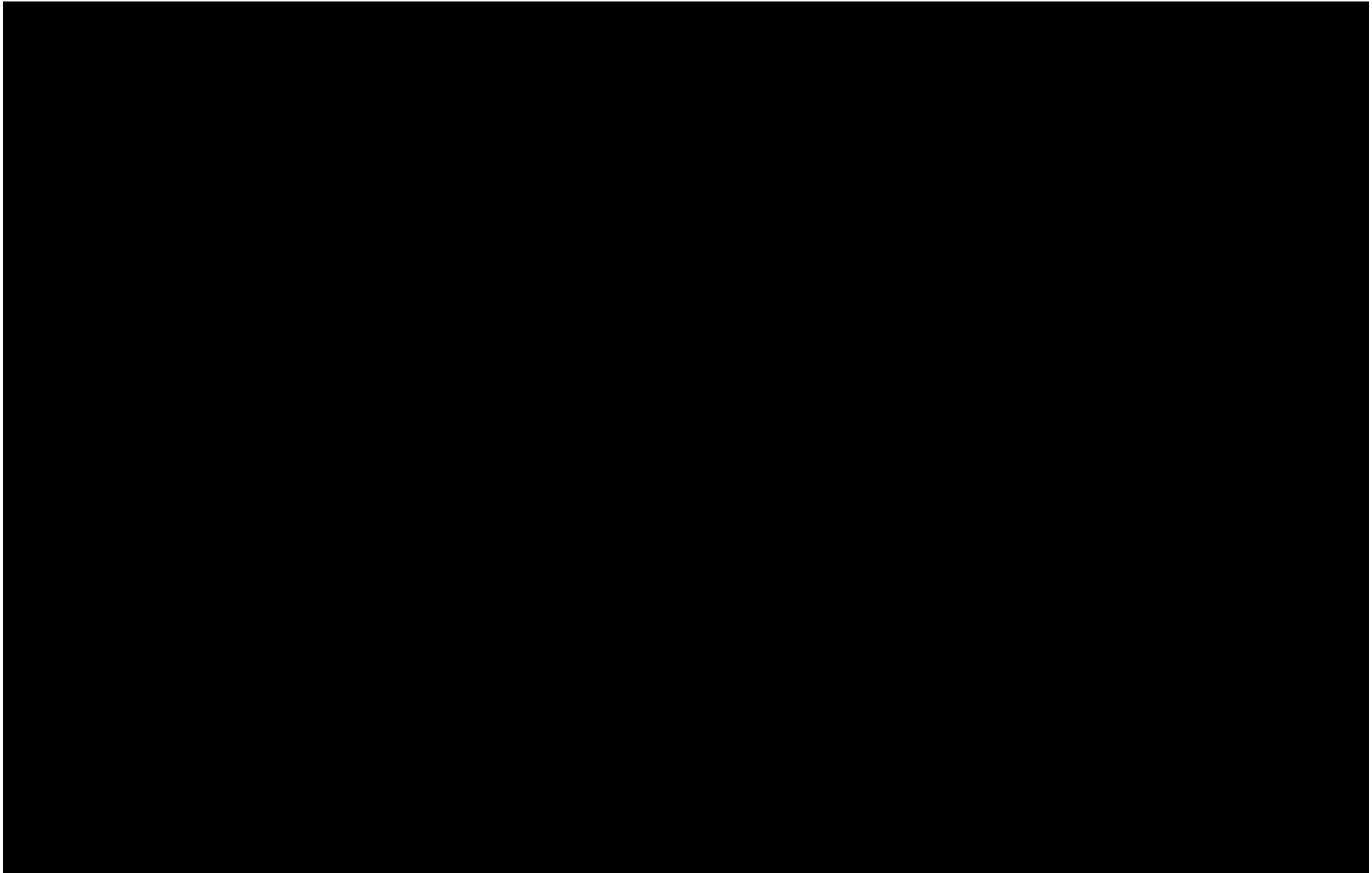
- Keep record of all certifications and requirements/dates for renewal
- Keep record of certification numbers - location

MAP your Career!



- **Professional References**

- Keep record of Program/Project managers, project names, dates and contact information
- Keep record of team members, not only for reference information, but you may need them in the future on projects



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