

*Now in our
second year!!*

Venue Management Recruiting Group Newsletter

SUMMER 2007

Inside This Issue

Using a Recruiter
Resume Tips
Interview Hints

Let Your Recruiter Work for You!



Kudos on doing the right thing and taking your first step in personal success by choosing a recruiter! VMRG is excitedly celebrating its one year anniversary and continues to work diligently and aggressively for you. Professional representation will not only positively impact your ef-

forts, but will also greatly assist potential employers and significantly increase your chances of finding a good fit within your job search goals. It's VMRG's goal to help YOU find success! In the small public assembly industry, it is important that you are protected by confidential searches. Additionally, because some top industry employers do not overtly publish openings, working with VMRG, you will have opportunities others will not even be aware of

at your fingertips. Since corporate job posting sites can be overwhelming and cause candidates and prospective employers to get lost in the system, VMRG will help you narrow your search, and this increased focus will make you a more attractive and noticeable candidate. VMRG will also assist you in preparation for salary discussions, interviews, and provide other tips and tactics providing a much more personalized and successful experience.

How you do you look on paper?

A reminder to update your resume may seem so obvious, but take these extra steps...

First, your resume should be relatively up-to-date.

What does that mean?

We recommend that anyone who has been in a job for more than 6 months should update their resume to include their current role. You never know who is going to call. Or what internal or external opportunities might present themselves (or, what negative surprise might awaken you one Monday morning).

More importantly, the process of capturing what you have done and what you are currently working on is an important, ongoing career management imperative. To do more than dust off your resume, consider...



- Focusing on outcomes, the difference you have made rather than solely on duties and responsibilities.
- Capturing your true professional strengths and putting them on the resume. Don't be shy.
- Developing a summary pitch about what you offer and where you fit. You can't and shouldn't be all things to all employers, so don't try. Figure out what you do and do very well, and capture that.

****Be sure to keep VMRG abreast of any changes in your contact information as well!****



Venue Management
Recruiting Group
a division of

409 Management & Consulting, LLC
Management Consulting & Recruiting Services for Public
Assembly Facilities

8253 Keeneland Court
Maineville, Ohio 45039

Phone: 518-898-1641
www.409management.com



Interviewing Hints...

TIP!

Your email address can say a lot about you—but don't let it say too much. Use the playful account

(strikeapose@iwannadance.com) for friends and junk e-newsletters. A simple and professional email address (yourname@freeaccount.com) will carry you further with your career search, and using your current work email is not advisable. VMRG searches candidate records by name, not email, and we certainly would not want you to get lost in the files. The free account would help you keep it simple and also ease the mind of your prospective employer who will also be uneasy about making email contact to a potential candidate at their work email.



Don't just put your best foot forward—bring the whole YOU to the table and shine! Your objective in going through with the interview includes two points:

1. *Do I want this job?*
2. *What is fair compensation for this job (which your recruiter can help you determine)?*

Use the interview to help you find the answers. Make notes on your accomplishments because interviewers will want to know what you have achieved. Do a rehearsal to practice.

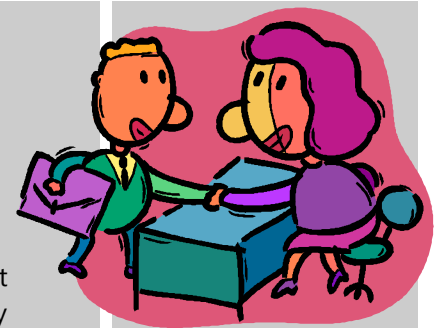
For in person interviews...

Besides just polishing your shoes and your smile, make sure you have done your research about the position you are applying for and the company behind it. Write down insightful questions you can't find the answers to and ask during the

interview! Use the time wisely and prepare beforehand. Then you can confidently be interviewing the company as a good fit for you while they are doing the same on the other side of the table.

Over the phone...

Treat it like a regular interview. Be comfortable and assured by doing your research, and if you have a conference call appointment, don't be late! With phone interviews, you can also use the cheat sheet you prepared with answers to possible questions and items you want to remember to mention. It will help you to have a calendar handy, too. Many people also find it helpful to stand during the phone interview. You are free to move your legs while you are listening and thinking of



responses, and you can convey a more confident tone in your voice. Don't forget to smile, which will convey a winning tone in your voice as well.

Post-interview, contact your recruiter immediately while the interview is still fresh in your mind. And always send a thank you note to each of the interviewers. Personal snail mail notes usually go a lot further than "thank you emails" too. Go get 'em & good luck!! VMRG will be there to support your efforts!