

# Job Search, Resume & Interview Coaching

## What IT Managers Are Looking For: Worksheet

IT-Career-Coach.Net

***NEXT ACTIONS:***

*Print this worksheet and complete it, or do the exercises in a separate online document.*

*You will need a copy of your resume or a list of past projects you have worked on to complete this exercise.*

*Work through each of the items that IT Managers will evaluate.*

*Identify projects, skills, anecdotes and other items that you can use to demonstrate each of the attributes to a potential employer.*

*This exercise will prepare you to impress your interviewer in every area whether or not you are asked a direct question about these qualities.*

### Technical Mastery

1. What are the technologies that you are most skilled at?
  
  
  
  
  
  
  
  
  
  
2. Describe 2 of your past projects/job positions where you successfully used these technologies.

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## Love of Learning

1. List 2 incidents on past projects where you demonstrated a love of learning.
2. Brainstorm ways to bring these incidents up during your interview

## Experience

1. If you have extensive experience in your field, list three different ways that you can draw an interviewers' attention to that fact.
2. If you do not have extensive experience in your field, list three qualities that you possess that you can use to address a manager's concerns about this.

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## Leadership

1. List three instances in which you went beyond the call of duty on the job. Practice discussing these instances at an interview.

## Communication Skills

1. Get a tape recorder. Record yourself practicing the exercise from 'Leadership' above. How do you sound?
  
2. Ask a friend to hold a mock interview with you and give you feedback on your communication skills.

## Creativity

1. List 2 situations on the job where you had to come up with creative solutions for a project. How can you discuss this with an interviewer?