



The Heartbeat Career Newsletter

What is This?

THE HEARTBEAT IS A NEWLETTER PUBLISHED BY HEARTS TO NOURISH HOPE (HTNH)

THE HEARTBEAT'S CAREER SECTION IS A GREAT RESOURCE FOR CAREER SEEKERS, JOB SEARCHERS AND EVEN FUTURE ENTREPRENEURS!

HERE, YOU CAN FIND INFORMATION TO HELP YOU IMPROVE YOUR MARKETABILITY, YOUR CAPABILITY AND YOUR PROBABILITY OF ACQUIRING THE POSITION THAT YOU ARE LOOKING FOR!

WHEN YOU SEE THE MONTHLY NEWSLETTER, YOU CAN EXPECT TO RECEIVE TIPS, ADVICE, JOB LISTINGS, AND MORE UP-TO-DATE RESOURCES TO HELP YOU ACHIEVE YOUR PROFESSIONAL GOALS.

CHECK YOUR EMAIL MONTHLY FOR THE LATEST HEARTS TO NOURISH HOPE JOB AND CAREER DATA!

HTNH Newsletter Highlights

INTERVIEW TIPS FOR MEN AND WOMEN

MEN: DRESS THE PART

WOMEN: DRESS TO IMPRESS

TOP INDUSTRIES, CAREERS & JOBS IN 2022



Interview Tips for Men & Woman to Follow

- WEAR YOUR SMILE, A SMILE WILL PROJECT POSITIVE ENERGY AND SET THE STAGE FOR YOU
- YOU WANT THE INTERVIEWER TO BE PAYING ATTENTION TO WHAT YOU HAVE TO SAY, INSTEAD OF THE INTERVIEWER BECOMING DISTRACTED BY WHAT YOU MAY BE WEARING.
- MAKE SURE TO HAVE FRESH BREATH BECAUSE BAD BREATH COULD DESTROY YOUR INTERVIEW
- NO PERFUME, AFTERSHAVE, OR COLOGNE – SCENTS CAN BE A DISLIKE OR OVERPOWERING AND THE INTERVIEWER COULD ALSO BE ALLERGIC.
- IF YOU HAVE A LOT OF PIERCINGS LEAVE THEM HOME, ONE NOSE RING IS TOO MANY, EARRINGS ONLY IS NORMALLY A GOOD RULE.
- COVER TATTOOS WHEREVER POSSIBLE.
- WE SUGGEST GETTING YOUR CLOTHES READY THE NIGHT BEFORE
- ALL CLOTHING NEED TO HAVE WRINKLES IRONED OUT.
- CHECK YOUR CLOTHING TO ENSURE THERE ARE NOT ANY STAINS OR TEARS.
- USE A LINT BRUSH ON YOUR CLOTHING.
- ENSURE YOUR CLOTHING FITS CORRECTLY NOTHING TOO BIG OR TOO TIGHT.
- IF YOU HAVE DANDRUFF, BRUSH YOURSELF OFF BEFORE ENTERING THE BUILDING, DANDRUFF ON A DARK SUIT CAN TAKE AWAY FROM YOUR DRESS TO IMPRESS LOOK.
- CARRY A PORTFOLIO OR BRIEFCASE, CARRY IT IN YOUR LEFT HAND SO THAT YOUR RIGHT HAND CAN GIVE OR RECEIVE A FIRM HANDSHAKE.
- ANSWER QUESTIONS THOUGHTFULLY, NOT TOO DETAILED YET NOT TOO BROAD AT THE SAME TIME
- BE PREPARED AND ORGANIZED



DRESS CODES MEN'S



Business - Formal



Business



Business Casual



Smart Casual



Casual

"Always Prepare to Be the Man for the Job!"

"Always Dress Like a Man Who Has a Plan!"

Interview Tips: How Should Men Dress?

- **MATCHING TWO-PIECE SUIT - NAVY OR DARK GRAY - SOLID OR SOFT PINSTRIPE - TAILORED FIT**
- **SHIRT - LONG SLEEVE WITH A COLLAR - COLOR, WHITE OR NEUTRALS - SOFT STRIPES WORK WELL BUT NO LOUD PATTERNS.**
- **TIE REQUIRED - YOU CAN ADD A POP OF COLOR BUT DON'T GO OVERBOARD WITH A WILD PATTERN OR PRINT.**
- **IF YOUR JOB INTERVIEW DOES NOT REQUIRE A SUIT, THEN IT'S SUGGESTED THAT YOU WEAR DARK COLOR SLACKS (NAVY, DARK GRAY OR BLACK) WITH YOUR LONG SLEEVE SHIRT AND TIE.**
- **SHOES - DARK LEATHER OR LEATHER LOOKING - CLEAN AND POLISHED.**
- **SOCKS - DARK COLOR DRESS SOCKS.**
- **BELT - LEATHER TO MATCH THE COLOR OF YOUR SHOES.**
- **FINGERNAILS - CLEAN AND NEATLY TRIMMED (MANICURED IF POSSIBLE)**
- **FACIAL HAIR - NEATLY AND TIGHTLY TRIMMED.**
- **HAIR - NEAT AND PROFESSIONAL, MAKE SURE THE BACK OF YOUR NECK IS TRIMMED.**

Interview Tips

How Should Women Dress?

- YOUR OVERALL LOOK SHOULD BE SHARP BUT NOT FLASHY, ELEGANT BUT NOT OVERLY FORMAL.
- SUIT (NAVY, BLACK OR DARK GREY)
- SKIRT SHOULD BE JUST AT OR PAST THE KNEES (WEARING A DRESS IS NOT RECOMMENDED).
- COORDINATED SHIRT OR BLOUSE WITH A COLLAR. TRANSPARENT BLOUSES ARE UNACCEPTABLE. NEVER REVEAL TOO MUCH SKIN
- A PANTSUIT WITH A SWEATER OR BLOUSE IS APPROPRIATE IF YOUR INTERVIEW IS NOT IN AN OFFICE AND IS IN A FORMAL ENVIRONMENT



“BEING PREPARED WILL ALLOW YOU TO BE CONFIDENT IN WHAT YOU SAY AND WHAT YOU DO!”



• NAILS SHOULD BE TRIMMED AND CLEAN (MANICURED IF POSSIBLE) AND KEEP THE COLOR TONED DOWN.

• WEAR SIMPLE JEWELRY, PEARL EARRINGS AND A SIMPLE WATCH

• AVOID BANGLES, CHARM BRACELETS, LARGE HOOP, OR DOOR KNOCKER EARRINGS – ANYTHING THAT WILL CLANG, OR JINGLE CAN BE ANNOYING FOR THE INTERVIEWER.

• YOU CAN ADD A SILK SCARF TO BRING IN COLOR AND PERSONALITY. DO NOT OVER ACCESSORIZE!

• A NATURAL SKIN COLORED BRA REQUIRED, PANTYHOSE ARE SUGGESTED WHENEVER WEARING A SKIRT

• CLOSED-TOE, CONSERVATIVE PUMP, MID-LEVEL HEEL (2 1/2" MAX)

• HAIRSTYLE SHOULD BE CONSERVATIVE, AVOID STYLES THAT EXCESSIVELY COVER YOUR FACE. HAIR SHOULD NOT BE WILD AND MESSY; WEARING IT UP SOMETIMES CAN GIVE YOU A MORE PROFESSIONAL LOOK.

• CONSERVATIVE MAKEUP THAT SHOULD MATCH YOUR COMPLEXION WITH A NEUTRAL LIPSTICK COLOR.

“BEING COMFORTABLE WILL ALLOW YOU TO DISPLAY THAT YOU CAME FOCUSED AND READY!”

Whether you like it or not, the world is driven by marketing,

So always remember to create an excellent marketing strategy for yourself!

TOP CAREERS & JOBS IN 2022

<https://www.cnbc.com/2022/01/10/the-top-20-companies-on-a-hiring-spree-for-remote-workers-this-year.html>

<https://www.flexjobs.com/blog/post/top-100-companies-for-remote-jobs-in-2022/>

<https://www.ziprecruiter.com/blog/companies-hiring-now/>

<https://www.prsjobs.com/blog/2021/12/top-sectors-for-career-opportunities-in-2022>

<https://www.careerfitter.com/career-advice/12-best-careers-jobs-for-2021-2022>

Top Industries In 2022

<https://www.ibisworld.com/global/industry-trends/fastest-growing-industries/>

<https://www.business-management-degree.net/best-businesses-to-own/>

<https://www.guidantfinancial.com/blog/top-10-small-business-industries/>

<https://smallbiztrends.com/2022/01/entrepreneur-trends-2022.html>

<https://causeartist.com/social-entrepreneurs-to-watch-for-in-2022/>

**Once you are ready,
go find that job, that
career or that
industry that best
fits your market!**