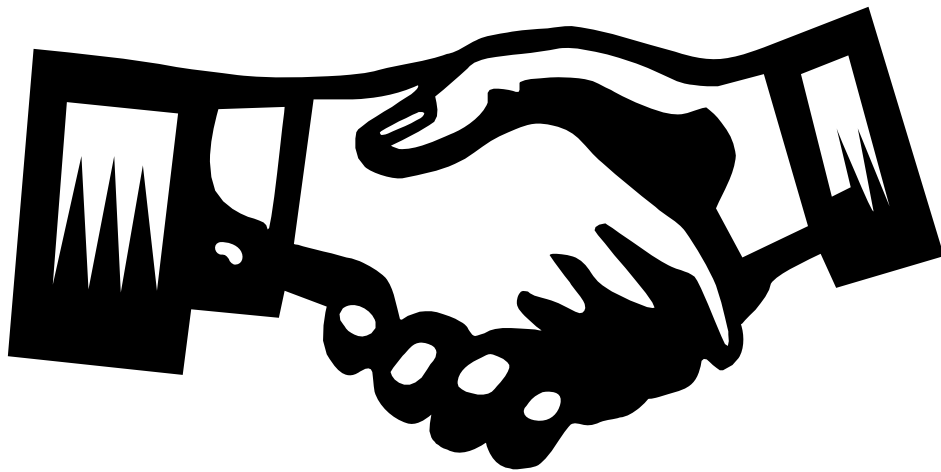


YOUR GUIDE TO A JOB INTERVIEW



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BEFORE THE INTERVIEW

Checklist:

Resume

References

Cover Letter

Appropriate Attire

Information about the Company

RESUME

Contact Information: Put all contact information at the top where it is visible and easy to read.

Objective Summary: This is a brief statement about what type of work you're hoping to obtain. The statement should begin "To obtain a position as..."

Education: State your expected graduation date. List your G.P.A. if it is higher than 3.0.

Awards and Honors: List the awards and honors that pertain to the job you are seeking.

Activities: List activities that you were most involved in and that may pertain to the job. Include leadership experience.

Work Experience: List most recent job first and work backwards. Position title, name of company, location of work, dates of employment, and responsibilities should be added.

References: Write available upon request. Have a list of references with you during the interview.

TOP 10 TIPS FOR A RESUME

1. Before you start, outline your awards/honors, activities, and work experience on paper. You don't want to forget anything!
2. Use good action verbs. Try to sound as professional as possible.
3. Limit the resume to one page. A potential employer doesn't have time to read a life story about you.
4. Have someone that knows you proofread the resume.
5. Keep the resume looking professional and simple with just enough information that an employer will want to learn more about you.
6. Use resume paper. Stick with a basic white or off-white color.
7. Use a font that is easy to read.
8. Keep the resume flowing.
9. Remember that an employer will assume your resume reflects your work habits. If there are errors, they may assume this is how you will perform on the job.
10. Know that an employer will on average spend 30 seconds on a resume. What kind of impression do you want to leave in 30 seconds?



FORMATTING THE RESUME

- Font size should be between 10 and 14 points
- Use one standard font
- Avoid italics and underlined words
- Do not use graphics or shading
- Use white or off-white 8 ½ x 11-inch paper
- Only print on one side of the paper

REFERENCES

Be prepared to give a list of references!

- Ask your references for permission first. You want them to give you a good recommendation if the potential employer decides to call them.
- Have between 3-5 references listed.
- Past employers with which you have a good relationship are good references.
- Family members are not good references.
- Have a typed list of references with you at the interview.
- Remember to only put down references that can give you a good recommendation!

COVER LETTER

Cover letters typically go along with your resume. The letter should complement, not duplicate the resume. The letter expresses your interest in the job, interprets what's on your resume, and adds a personal touch. Use the same font as on your resume for a professional look. A cover letter should have the same format as a business letter.

SAMPLE COVER LETTER

Return Address

Date

Employer Name

Title

Address

Dear Mr./Ms. Last Name

First Paragraph – Explain why you are writing. State the position for which you are applying. Tell them how you found out about the opening.

Middle Paragraphs – Tell them what you have to offer. Relate specific examples on how your skills/experience match the job for which you are applying. Instead of one big block of text, use bullets or make several shorter paragraphs if necessary.

Concluding Paragraph – Thank them for considering you, restate your interest in the position, and tell them how you will follow up.

Sincerely

Your Name

Enclosure

APPROPRIATE ATTIRE

Wear professional attire and give a well-groomed appearance. If you are unsure about the formality of the interview, it's best to overdress rather than underdress. Stay as classy looking as possible!

Business Attire

Men	Women
Suit	Pant/skirt suit
Dress shirt	Nice blouse
Socks	Closed-toe shoes
Belt: matches shoe color	Non-flashy jewelry
Matching tie	Non-flashy make-up
Well groomed hair	Hose
	Well groomed hair

Casual Business Attire

Men	Women
Nice shirt or polo	Nice blouse or polo
Slacks	Slacks
Casual shoes, not sandals	Casual shoes, not sandals
Belt-matches shoe color	Non-flashy belt
Socks	Feminine but conservative



Important Tip:

Before the interview, research the company where you are applying. The interviewer may ask you questions about the company during your interview. Also, at the end of the interview, you will want to have prepared questions for the interviewer to answer.



DURING THE INTERVIEW

Checklist:

Greeting

Handshake

Body Language

Interview Questions

Closing

Interview Tip: Always arrive at least 10 minutes early!



GREETING

As you enter an interview, you should walk with confidence to show good character. Giving good body language is very important throughout the entire interview, from the minute you walk in to the minute you leave.

As you walk in, give a warm hello, firm handshake, and clearly state your name showing no sign that you are nervous. Sit down only when you are instructed to do so.

HANDSHAKE

A firm handshake is another indicator of confidence. When giving a handshake remember to:

- Use your right hand
- Use good eye contact
- Smile
- Square your body
- Don't squeeze too hard
- Don't squeeze too loosely
- Keep good posture
- Wipe off your palms if sweaty or clammy



BODY LANGUAGE

Showing off negative body language can sometimes be tricky. To avoid giving off any negative body language, read the list below:

- Sitting with legs crossed, foot kicking slightly Boredom
Arms crossed on chest Defensiveness, dejection
Touching, slightly rubbing nose Rejection, lying
Rubbing eye Doubt, disbelief
Locked ankles Apprehension
Rubbing hands Anticipation
Open palm Sincerity, openness
Tapping or drumming fingers Impatience
Patting/fondling hair Lack of self-confidence
Tilted head Interest
Biting nails Nervousness, insecurity

INTERVIEW QUESTIONS

- Practice questions at home before the interview
- Take your time forming answers
- Answer in complete sentences
- Speak clearly, don't get flustered
- Stay on subject
- Become a good listener
- Never argue with the interviewer
- Stay positive
- Use good eye contact
- Be yourself
- Answer questions honestly
- Know your strengths to sell yourself
- Ask questions

Here are some typical questions you may have to answer in an interview:

- What two adjectives describe you best and why?
- How would you describe your ability to work in a team?
- Who has had the greatest influence on you and why?
- What are your strengths? Explain.
- What are your weaknesses? Explain.
- What has been your greatest accomplishment?
- What has been your greatest setback?
- What are the most important characteristics to be successful?
- What are your career goals?
- What is one positive thing a past employer would say about you?
- Tell me about yourself.
- Give me an example of when you handled a conflict effectively.
- How do you handle criticism?
- What are your career goals?

CLOSING

Thank the interviewer for their time and shake their hand again. When the interviewer stands, you may stand as well. Remember all the handshake tips! Your body language walking out the door is very important. Keep any comments to yourself until you have left.

AFTER THE INTERVIEW

Checklist:

Thank you letter

A follow-up thank you letter is expected. In the letter you will want to include how you felt about the interview (good things), a thank you for the interviewer's time and consideration, and how you hope to hear from him/her. A thank you letter should be handwritten or have the same format as a business letter.

All you can do now is wait for a phone call, e-mail, or letter from the employer informing you of the position status. Good luck!

