

LEADERSHIP

Resumes and Interviewing

Resume

- Your name and contact information should be at the top of the resume. Make sure your contact information is correct.
- Make sure your resume has no typographical and grammatical errors.
- State your personal summary, job objective, and unique skill set clearly at the beginning of your resume.
- After sharing your personal summary, share your education summary followed by your work experience.
- Keep the resume to one page.
- When stating work experience, be concise and clearly state your accomplishments or experiences. Be specific when citing accomplishments.
- Show key extracurricular activities. Share any leadership experience in those extracurricular activities.
- Be prepared to discuss anything you have stated on your resume.
- Review your resume and ask yourself, “does this resume reflect me; i.e., my interests, my accomplishments, etc.
- Get advice. Ask people in industry, or your vocational interest, to review your resume and provide input.
- Additional key points:
 - no fluff, be direct
 - no pronouns
 - just facts
 - no high school references
 - no course work reference unless professional job requires it
 - use actionable, specific words to describe your work (say what was done)

Interviewing:

- Be on time. Do not be late. Arrive at least 5 minutes early.
- Dress appropriately. It is better to “over-dress” than “under-dress”. Professional attire is best unless you know the interviewer expects casual dress. Bottom line, look your best when the interviewer meets you.
- Be enthusiastic and interested in the interviewer. Show genuine interest and excitement. Be well rested before the interview.
- Offer a firm handshake, smile, look at the interviewer directly when speaking to one another.
- Do not bring “clutter” with you. Have additional copies of your resume, something to write on, and a pen but do not appear unorganized.
- Be prepared; i.e., know your employer, your interviewer and be prepared to discuss. Know your resume and be able to share examples about items noted on the resume.
- Have a short bio of yourself that you can recite with ease. Share the key points that you want to share about you.
- When asked a question, listen closely and then give a clear, concise, and direct answer. Don’t be curt in your response but get to the point.
- Smile, relax, and be pleasant in the meeting. Be conversational. Show the interviewer yourself. You have a lot to offer. To combat nervousness, practice. Have others interview you before you go to the actual interview.
- Typical questions to be prepared for in an interview:
 - “Nice to meet you. Tell me about yourself.”
 - “Why do you want to work for us?”
 - “What accomplishments are you most proud of at this point in your life?”
 - “Tell me about an experience of working with a group to accomplish a task. What was your role? What was challenging about that experience?”
 - “What type of work are you interested in doing? Why?”
- Ask about the company and why the interviewer thinks it would be a good fit for you. Remember you want to make sure the company is a fit for you.
- At the end of the interview, show your appreciation for the time. Let the person know you really enjoyed the time and look forward to hearing from them.