

LAUNCHING YOUR CAREER

RESUME AND INTERVIEWING WORKSHOP

OVERVIEW

RESEARCHING ORGANIZATIONS

ARTICULATING YOUR ACCOMPLISHMENTS

PREPARING FOR INTERVIEWS

LOGISTICS

RESEARCHING ORGANIZATIONS

Carefully Research the Organization

Is this the right opportunity for you?

Potential Areas For Research

- Basic history
- Core principles, ideas and goals
- What the organization looks for in its employees
- Details about what your job would look like

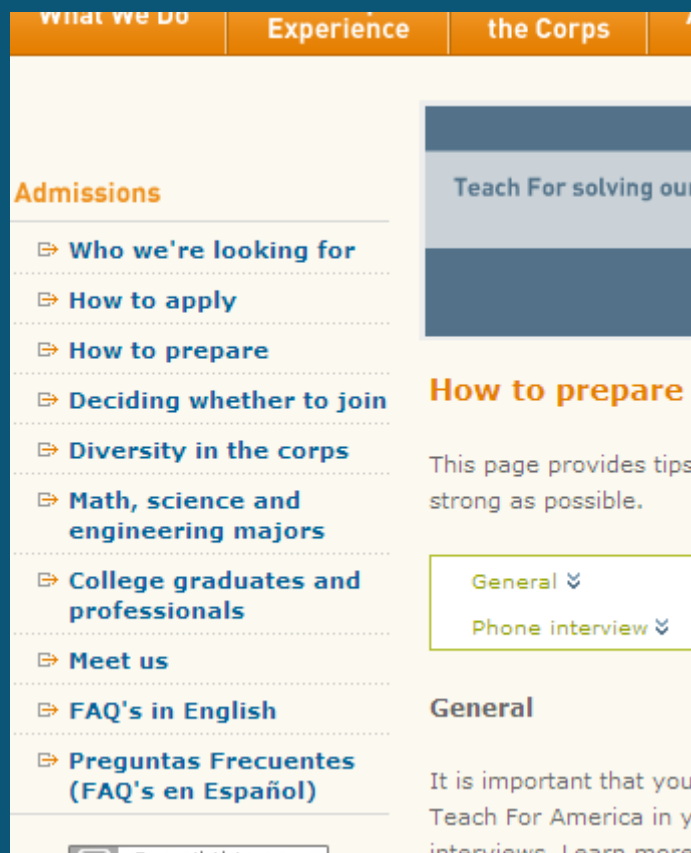
Potential Sources of Info

- Company's Website
- Online articles
- Books
- Dialogue with current or past employees
- Wikipedia

**Accurate information about Teach For America's application process can be found solely on our website

Carefully Research the Organization

Examples of where to start: online



The screenshot shows the Teach For America website with navigation tabs for "what we do", "Experience", and "the Corps". A sidebar on the left lists "Admissions" with links: "Who we're looking for", "How to apply", "How to prepare", "Deciding whether to join", "Diversity in the corps", "Math, science and engineering majors", "College graduates and professionals", "Meet us", "FAQ's in English", and "Preguntas Frecuentes (FAQ's en Español)". The main content area features a "How to prepare" section with a dropdown menu for "General" and "Phone interview", and a "General" section with introductory text.

source: www.teachforamerica.org



The screenshot shows the Google Jobs page with navigation links: "Jobs", "Life at Google", "Office locations", "Diversity", "Joining Google", and "Student jobs". A search bar for "Search U.S. jobs" is present. The "Joining Google" section includes an image of people working at computers and text: "We take great care in how we attract and hire the very best talent - because at Google, people are our most important asset." A "What to expect" section is partially visible.

source: <http://www.google.com/support/jobs/>

ARTICULATING YOUR ACCOMPLISHMENTS

Know Your Accomplishments

ACADEMIC

- GPA
- Thesis
- Other research experience
- Honors program
- Academic awards

EXTRA-CURRICULAR

- Leadership role(s)
- Nature of the role(s)
- Size of the group
- Measurable achievements or awards
- What about your contribution was distinctive

WORK EXPERIENCE

- Recent experience
- Nature of the role(s)
- Size of team
- Measurable achievements or awards
- What about your contribution was distinctive

Crafting Your Resume

What to include:

Academic Achievement

- include names of degrees, majors, minors, cumulative GPA, and GPA in major
- describe any other academic achievements (thesis, honors program, academic awards, etc.)

Work Experience/Extracurricular Activities

- your recent work experience and/or involvement in extracurricular activities
- if you have served in a leadership role, describe the nature of your role and the size of the group/team you led
- include any specific, measurable achievements and awards (if applicable)

Written Communication

Avoid grammatical and structural errors

Poor

Essays or letters characterized by any of the following:

- Does not answer the question or significantly veers from initial point
- No clear thesis or point
- Paragraphs include unconnected ideas
- No logical transitions
- Short, undeveloped paragraphs
- Inadequate reasons, examples or details to explain ideas
- Contains multiple errors in word usage, grammar, and mechanics

Exemplary

Essays and letters characterized by all of the following:

- Clearly answers application questions, makes a profound point; stays on topic
- Has a logical and insightful progression of ideas throughout the essay
- Clearly explains key ideas, supporting them with well chosen reasons, examples, or details
- Varies sentence structure effectively
- Chooses words carefully and correctly
- Contains no errors in word usage, grammar, or mechanics

PREPARING FOR INTERVIEWS

Prepare: Reviewing

Know yourself and your application

- Review your application and be ready to comment on specific experiences discussed or listed within it
- Whenever possible, use specific examples to illustrate a point rather than general responses
- Review your research on the organization
- Review any research on skills/qualifications needed for the role you are applying for

Prepare: Anticipate Potential Questions

Anticipate potential questions

- Your accomplishments
- Examples of working by yourself and with others
- Areas in which you've improved or can improve
- Your strengths
- Your areas of weakness
- Why you are interested in working for the organization

LOGISTICS

Prepare: Logistics

Interview best practices and follow-up

You make an impression by more than just your answers

- Arrive early
- Bring required documents
- Dress professionally
- Speak in a professional manner

After the interview, you may want to also consider

- Sending a short, hand-written “thank you” note to your interviewer
- Sending a “thank you” e-mail to all those with whom you communicated with during the process

Prepare: Logistics

Phone interview best practices

Phone Interviews

- Use a land-line if possible or be in a place with great cell coverage
- Do not take other calls during the interview
- Have your phone close by with the ringer on at least 10 minutes prior to your scheduled interview time
- Find a quiet place to conduct the interview
- Speak clearly and professionally – as if you were speaking with the interviewer face-to-face

Speaking on the phone is much different than speaking in person and at points you and/or the interviewer may accidentally cut each other off. This happens to everyone. It is best to apologize and remain focused on the interview.

IN REVIEW

General Guidance

What can you do to prepare for an interview?

- Research the organization
- Know your accomplishments
- Tailor your résumé and responses
- Anticipate questions
- Anticipate experiences or areas of your resume which may come up
- Be punctual, have logistics in order
- Remember professional setting

Next Steps

Ask a friend, family member or mentor to:

- Review your resume and offer feedback on clarity and substance
- Ask you potential interview questions
- Give feedback on the clarity and substance of your content and delivery
- Note any verbal fillers or nervous tics