

CAREER FAQ'S

The Interview

A job interview is a one-on-one interview consisting of a conversation between a job applicant and a representative of an employer which is conducted to assess whether the applicant should be hired. Interviews are one of the most popularly used devices for employee selection.

Talent will get you in the door, but character will keep you in the room.
-unknown



Types of interviews

Traditional Interview: The most common type of interview. You sit down with one interviewer and answer a series of questions designed to see if you're a great candidate for the job.

Telephone Interview: The interview is conducted by telephone. A call from an employer to eliminate candidates based on essential criteria.

Panel Interview: An in person interview with three or more people who will ask you questions on your qualifications and evaluate how you fit in.

Video/Skype Interview: An interview using your computer video software. It's very similar to the other type of interviews except you are at home in front of your computer camera. Be sure your Wi-Fi connections are efficient, and your background is quiet.

Interviewing tips

- Be punctual. (If you're on time you are late.
- Arrive at least 15-minutes early)
- Be polite to everyone from the parking garage to the receptionist desk.
- Greet everyone with a smile, handshake and eye contact.
- Answers should be honest and truthful.
- At the conclusion of the interview thank everyone with a firm handshake.
- Always ask questions at the end of the interview.
- After the interview, send a thank you for the interview email.

Dress to impress for the Interview

- Before you say a single word to the interviewer, you have already made an impression based on how you're dressed.
- The rule of thumb is that you dress one or two levels higher than the job that you're interviewing for.

Clothing should be neat, clean, and pressed. If you don't have an iron, Either buy one or be prepared to visit the dry-cleaner.

Shower or bathe the morning of the interview. Wear deodorant. Make Sure you have fresh breath. Brush your teeth before you leave for the interview, and don't eat before the interview. Don't smoke right before an interview.

- Men- business suit (Dark color, light shirt).
- Women-business suit (Dark color, light shirt, knee length)
- Light or no cologne or perfume. You don't want to smell overpowering or worse, cause an allergic reaction.
- Conservative hair style and color (Avoid: green, red, blue hair, etc.)

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Your Resume

Your resume provides a summary of your experiences, abilities, skills, as well as accomplishments. Whether you have a paper version or an electronic version, your resume is a tool for you to sell yourself to your prospective employers.

"If you're walking down the right path and you're willing to keep walking eventually you'll make progress."

-Pres. Barack Obama



Types of Resumes

There are many types of resumes these are the most common types:

Chronological Resume: The most commonly used format. It lists work history in chronological order, starting with your most recent job down to your earliest. This resume is preferred by most employers because it provides a quick snapshot of work history.

When to use: If you have a solid work history, and you have no lapses between employment, use this format.

Functional Resume: This resume focuses on your skills and experience first. This type of resume de-emphasizes the dates in which you have worked.

When to use: If you have lapses in employment, are in the middle of a career transition, are a recent college graduate with limited work experience, this is the best format.

Resume Tips

- **How long should your resume be?** No longer than 2 pages
- **Best font and size for your resume?** The most common font to use is Times New Roman, in black and size 12 points. Other acceptable fonts: Arial, Tahoma, Century Gothic and Lucida Sans.
- **Be sure your resume is error free.**
- **Be sure your resume is accurate, don't embellish experiences and Knowledge.**

Cover Letter

A cover letter is a document sent with your resume to provide additional information on your skills and experience. The letter typically provides detailed information on why you are qualified for the job you are applying for. A cover letter typically accompanies each resume you send out.

Keep your cover letter short and sweet. Almost 70% of employers either want a half page cover letter (250 words) or 'the shorter the better.' Don't start with your name, because, the hiring manager can see it already on your resume. Get right to the point with what you can bring to the job.