

Résumé and Interviewing Tips

Jill Bouchard
Regional President 2009-2010

What is a résumé?

- is the American English word used for the Latin expression “curriculum vitae” (CV)
- Curriculum vitae are longer résumés

Why are résumés so important??

- “Job résumé” is the first impression that a prospective employer has of you

Your résumé is your “selling” tool that outlines your skills and experience for a prospective employer can see, at a glance, how you may contribute to the company

Chronologic vs. Functional Résumés

- ◉ Chronologic: lists your job history beginning with your present or most recent position
- ◉ Functional: emphasizes your abilities and accomplishments without providing detailed background information on where and when you acquired these skills.

Résumé Writing Techniques

- Use **ACTION** words:
 - > administered
 - > assisted
 - > budgeted
 - > completed
 - > gained
 - > inspected
 - > reduced
 - > organized
 - > upgraded
 - > structured
- Be **EXTREMELY** careful with grammar and spelling
- Use high-quality paper (40lbs weight)
- Soft-colored paper

How to write your résumé

◎ Education Section:

- > Record both secondary and post-secondary education that you have had
- > Also record any other type of training courses you may have had that may pertain to the job specifically
- > Include all degree or certificates whether they were majors or minors

How to write your résumé

◉ Work Experiences:

- > List job experiences
- > Identify skills you gained from those experiences
- > Label the skills headings that were used in the job description in the want ad
- > Describe your duties
- > Details your achievements in an impressive way

How to write your *résumé*

- ◉ Writing your other skills, language and computer knowledge section
- ◉ Writing your Resume achievements
- ◉ Volunteer experiences

Résumé Killers

- ◉ No cover letter
- ◉ Assuming spell-check is good enough
- ◉ Being too generic
- ◉ Focusing on duties, not accomplishments
- ◉ Having a selfish objective
- ◉ Giving your resume format a little “flair”
- ◉ Guesstimating our dates and titles
- ◉ Tell everyone why you left
- ◉ Include lots of personal information

Dressing for Interview Success

◉ For Woman

- > Suit with jacket/skirt/slacks...no dresses!
- > Shoes with a conservative heel
- > Hosiery at or near skin color
- > Keep makeup simple

◉ For Men

- > Necktie with conservative pattern
- > Dark shoes with dark socks
- > Fresh haircut and shave

CONSERVATIVE IS ALWAYS THE BEST WAY!!!

Three-Step Process

- ◉ Establish a rapport
- ◉ Gather information
- ◉ Close

The “Hand Shake”

- The macho cowboy handshake
- The wimp
- The dead fish
- The four finger
- The cold and clammy
- The sweaty palm
- “I’ve got you covered” grip
- “I won’t let you go” grip
- “Ringed torture”

Body Language

- ◉ Be real from the start
- ◉ Watch excess energy
- ◉ What to do with your arms and legs
- ◉ Crossing those legs
- ◉ Posture
- ◉ Finger gestures

Tough questions you maybe asked

- Tell me about yourself
- Why should I hire you?
- What is your long-range objective?
- How has your education prepared you for your career
- Are you a team player?
- Have you ever had a conflict with a boss or professor? How was it resolved
- What is your greatest weakness?
- If I were to ask your professors to describe you, what would they say?
- What qualities do feel a successful manager should have?
- If you had to live your life over again, what is the one thing you would change?

Critical Success Factors

- ◉ Positive attitude toward work
- ◉ Proficiency in field of study
- ◉ Communication skills
- ◉ Interpersonal skills
- ◉ Confidence
- ◉ Critical thinking
- ◉ Flexibility
- ◉ Self-motivation
- ◉ Leadership
- ◉ Teamwork

What should you ask???

- Can you tell me about the position and the type of person you are seeking?
- Also research the company and ask about the company

References

- ◉ Only give when asked for
- ◉ Carefully choose your references
- ◉ Ask permission-use people that know you
- ◉ Ask if they can provide a positive reference
- ◉ Prepare your references
- ◉ Provide accurate information
- ◉ Let references know what happens to you

What to do AFTER the interview

- Call the interviewee to thank them for their time
- Write the interviewee a short note thanking them for their time and re-emphasize your interest in the position

What NOT to do!!

- ◉ Bad manners
- ◉ Being “weird”
- ◉ Giving a bad reason for wanting the job
- ◉ Too much information
- ◉ Poor presentation
- ◉ Coming unprepared
- ◉ Forgetting to clear the “digital” dirt