



## Resume and Interview Workshop

### RESUME

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#### 1) *Resume Format*

- a. Big name on top, contact info below
- b. 4 categories: Education, Work Experience, Leadership Experience, Skills & Interests.
- c. Education: include major, expected graduation year, (GPA, coursework)
- d. Work/Leadership Experience: Company title (1<sup>st</sup> line), position title (2<sup>nd</sup> line), 2-3 bullets of description
- e. Overall: Include [starting date - ending date], [City, State].
- f. Font size 10-12, standard san serif font (ex: Times New Roman)
- g. Minimize white space, standardize spacing
- h. Order experiences in chronological order or order of relevance

#### 2) *Resume Content*

- a. Purpose: promotion tool used to make a good impression in a short time
- b. Create a list of accomplishments: quantify results, focus on outcomes
- c. Frame experience to relevant skills: emphasize traits/achievements relevant to desired position
- d. Choose words wisely: descriptive, concise, and action verbs
- e. Use your space wisely: delete any filler/unnecessary info, consider having each bullet run to end of page

### INTERVIEW

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#### 3) *Interview Preparation*

- a. Research the company and prospective position
- b. Prepare stock answers (including those below in 4, 5, 6)
- c. Know your own resume thoroughly and bring several copies
- d. Have questions prepared!
- e. Arrive early
- f. Dress professionally
- g. Sit up straight, don't fidget, make eye contact, firm handshake, SMILE!

#### 4) *"Tell Me About Yourself"*

- a. Your chance to lead the interview and set the tone
- b. Describe something unique that differentiates you from other candidates
- c. Do not waste time listing facts on resume, rather dive deeper into a meaningful experience
- d. 1-2 min, short and to the point

#### 5) *"Strengths & Weaknesses"*

- a. Discuss positive traits relevant to the position
- b. Don't be afraid to sell yourself, back up your statements with examples from your experiences
- c. Show passion
- d. For weaknesses: reply genuinely, but without discussing the lack of a trait necessary to the job
- e. Identify ways you are currently working to overcome these weaknesses

#### 6) *"Tell me about an obstacle you faced and how you overcame it"*

- a. Purpose: to see how you handle stress/problems and to evaluate interpersonal skills
- b. Use STAR format: situation, task, action, result
- c. Focus on how the actions you took resolved the situation, and be as specific as possible with results