

# The Job Search



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# RESUME

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A resume is a document that highlights your previous and current academic, professional, and volunteer experience. This document can also include awards that you may have received. Most resumes also have a space where one can list any languages they speak, as well as relevant skills.

## Resume Do's

- Highlight your most relevant experience
- Keep it to one page
- Include volunteer experience
- Include contact information
- Spend time choosing the right design
- Start from a template
- Tailor your resume to the specific job
- Align your dates and locations to the right margin
- PROOFREAD, PROOFREAD, PROOFREAD
- Use local address that corresponds to the job you are applying to
- Use bolding and bullets to make sure your resume is easy to read
- For each experience write a maximum of 3 or 4 bullet points
- Send as a PDF document

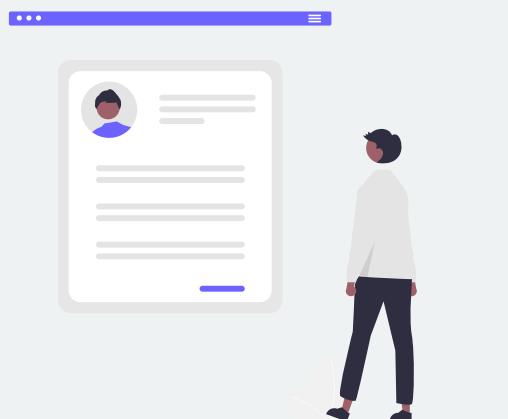


# RESUME

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## Resume Dont's

- Do not include obvious skills (Microsoft word, powerpoint)
- Do not include a career objective
- Do not include anything from high school
- Do not include a resume summary
- Fill up space, do not have a short and empty resume (you have skills to highlight)
- Do not use more than 2 fonts
- Do not use more than two lines per bullet
- Do not include "References Upon Request"
- Do not send as a Microsoft word document
- Do not list GPA if it is under 3.0
- Avoid writing paragraphs under your experiences



# RESUME



## Helpful Tips

### Organizing

1. Create new categories to highlight what's important
2. Each position may require different experiences and skills (build a resume that emphasizes relevant experiences and skills)

### Formatting

1. Make sure your resume uses one font (Do not use multiple fonts)
2. Resume should be legible (12 font size works best)
3. Make sure your name is in a font size that is at least 2-3 x bigger than the rest of the resume font
4. List address and email under name
5. List a school email or professional email
6. Bold your Employment experience and Italicize your position.

### Bullet Points

1. First bullet point should encompass your overall role/ purpose within a larger organizational context
2. Do not just list daily tasks. List achievements, skills you gained, promotions you received.
3. Try to quantify results

\*\* Browse either Google Drive or Microsoft Word for some nifty Resume layouts! \*\*

# COVER LETTER

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## Helpful Tips

### Identify what makes you stand out

Take a glance through your resume and identify certain experiences that you can provide additional information on. Include achievements that are not listed in your resume. Elaborate on certain skills that you are proud of and that you can bring to the table. Make sure that you provide specific and concrete examples.

### Identify what they are looking for

Let the hiring coordinator know that you are a perfect match for their organization. In order for you to do that, you must familiarize yourself with the goals or the company.

**Do your research :** Research the company to find out what their goals and values are.

**Read the job description:** This will give you the most important tips about what type of candidate they are searching for. Pay close attention to the list of attributes of their ideal candidate. Mention in your cover letter how you have similar attributes and provide examples.

# COVER LETTER

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## Structure

### First Paragraph:

The first paragraph of your letter should include information about why you are applying.

Mention the name of the organization and the position you are applying for. Include the name of a mutual contact, if you have one.

Demonstrate your knowledge of the organization early on. Include an example example of why this particular company interests you.

### Middle Paragraphs:

The next section of your cover letter should describe what you have to offer the employer. Highlight your skills, talents, and relate them to the company's needs. You can include 2 to 3 relevant examples and draw attention to any special skills. Try to support each statement you make with specific evidence.

### Final Paragraph:

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow up.

\*\* Browse either Google Drive or Microsoft Word for some nifty layouts! \*\*



# Letter of Rec

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## Recommendation Letter Etiquette

Choose the appropriate professor for the letter

- Make sure you select a professor that knows you very well, preferably one that you have taken a couple of their courses
- Specific reference letters are more likely to get noticed and appreciated.
- Select a professor that knows the field of your program/fellowship/ job very well

Before requesting a letter, ask your professor if they would like to have coffee

- This provides you a chance to let them know why you selected them
- Provide them with a resume or a sample of the program you are applying to, so they know exactly what to say

Allow Ample time for your professor to write the letter

- It is polite to give a professor notice 5-6 weeks before the recommendation deadline.
- You want them to write the best letter of recommendation and not feel rushed.





# Letter of Rec

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## Recommendation Letter Etiquette

Make a formal request of your professor (by email or by appointment), asking if he or she would be willing to write a letter or fill out a form on your behalf.

- Explain the purpose of the recommendation and why you have chosen the professor. Give the professor time to consider your request.

Provide information about the position.

- The more professors know about the position or school you seek to enter, the more easily they can tailor the letter toward a specific audience.
- Bring a description of the program, graduate school, internship, job, or fellowship.

Provide information about yourself. The more professors know about your past work, your extracurricular interests, and your aspirations, the more specific they can be about your talents and motivation.

- Provide a current resume and or cover letter
- If it's graduate school, provide your personal statement as well.

Send a thank-you note.

- Faculty can spend several hours constructing a single letter; it's nice to be acknowledged.





# Letter of Rec

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## Common Mistakes to Avoid

1. Never assume that the professor will be willing to write a letter.
  - Always ask first, even if the professor has written a letter for you in the past. You should also ask for permission to list a professor's name as a reference on an application, even if no letter is required.
2. Don't just drop off forms and info with the office assistant or send them as email attachments—meet with the professor in person to discuss your qualifications, the requirements, and the deadlines.
3. If a professor denies your request, it may sting a little; but don't assume this means you're a bad student or bad person.
  - Professors may have inadequate experience with you to write an effective letter, or they may have insufficient knowledge about the position or institution, or they may feel that your skills are better suited to different schools, positions, or career paths or they just might not have enough time.
4. Don't harass professors about whether they have sent the letter yet unless they ask you to send a reminder.
  - You may request that the professor send you an email to confirm that the letter is sent.



# Interview Tips



## Preparing for the Interview

The more time you spend preparing and practicing answering interview questions, the more confident you will be. Here are a few tips to help you prepare for an interview.

- Do your research : Research the company to find out what their goals and values are.
- Look through your resume and jot down 3 experiences you will like to elaborate on during your interview. Make sure that they are experiences that are relevant to the job/internship. Think about the challenges you overcame and what you have learned from each one. Highlight key words and phrases for easy reference during the interview.
- Practice the "Tell me about yourself" question. This is one of the most common interview questions asked.
- Anticipate questions and practice with a friend or colleague. Practicing the interview beforehand can be extremely beneficial. You will feel more prepared and confident.

# Interview Tips



## During the Interview

Dress to Impress. You want to make the best first impression for the interview. Always dress conservative during the interview since it's always better to dress up than to dress down, even if you interview is on Zoom.

Be enthusiastic and interested. Smiling can change the tone of your voice which can make you sound more enthusiastic and energetic.

Don't be afraid to ask for clarification. If you do not understand a question, it is okay to politely ask for clarification.

Don't be afraid to pause after they have asked you a difficult question. It is better to take your time to answer than to quickly rush through a question. You can say "That's a really good question. Let me think about that." and take a few seconds to strategize your answer.

At the end of the interview when they ask "Do you have any questions for us?", ALWAYS ask a question. Not asking a question can give the impression that you are not interested in the company.

# Interview Tips



## After the Interview

Send an email thank-you note to the interviewer before the end of the day. See example below:

Dear (Insert Interviewer name)

Thank you so much for taking the time to discuss the (enter position) at the (company). I enjoyed learning more about how (company) executes its goals and missions. I was particularly interested about (insert something interesting they said about the company during the interview.)

Now that I have learned more about the company, I am even more convinced that my leadership skills, experience, and knowledge makes me the right fit for (company).

Thank you again for your time and consideration. I look forward to hearing from you soon.

Sincerely,  
(Your name)



# Professional Etiquette

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## Dress Etiquette

- Work attire is determined by the company or organization you work for. (Let the company culture be your guide.)
- You want to be noticed, but you do not want to stand out.
- Dress for the position you want, not the position you have.
- Clothes should always be clean, free of wrinkles and tears, and fit comfortably.

## Office Behavior

- Always be on time. (Never make being late a habit)
- Be respectful, kind, and courteous to your co-workers.
- Limit socializing during work hours.
- Try to keep your personal life and information to yourself.
- Avoid office gossip



# Professional Etiquette

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## Phone & Email

- Set-up your cell phone voicemail message, and make sure it sounds professional
- Make sure your phone is set to alert you to emails, and check your email frequently while job searching and once you have a work email
- Use your college or a Gmail email for job searching. (Many organizations use Gmail and/or Google Drive). Make sure your Gmail username sounds professional.
- Respond promptly to emails and voicemails (within a day or less).
- When emailing, CC and BCC contacts and Reply All only when appropriate.
- Create folders in your email to organize items in your personal and work email

## Computer Skills

- Make sure you are proficient in Microsoft Office: Word, Excel, and PowerPoint.
- Make sure you are proficient using Google Docs, Macs, typing, and any other relevant computer skills for your career interests.

## Social Media

- Be cautious of what you post publicly on your social media, as employers may access these.