

## RESUME / PORTFOLIO

### DESIGN YOUR RESUME

- Describe experiences and skills that are relevant to the job you're applying to
- That means you MUST change the resume depending on the job you're applying to
  - Say where you worked (to fill in gaps in your career trajectory)
  - It's important you emphasize and describe the skills you learned at the more relevant job(s)
- Everything that it contains should be clear, accurate, and concise
- Grammar and spelling must be correct – consistency in verb tenses
- Steal / Take inspiration from cool resume template from Pinterest, Behance, Graphic River
  - It should have some personality to set yourself apart from others
- Have someone check and proof your resume
- Work with a smart friend to help make your resume reflect you
  
- Create a portfolio with work that is relevant to the job you are applying for
- Show only your best work

### COVER LETTER

Your resume is your marketing brochure, your cover letter is your executive summary.

Keep it concise: 3-4 paragraphs max

- Opening paragraph: 4-5 sentences
  - The position you are interested in, briefly introduce yourself, where you learned about the position
- Body: 1-2 paragraphs:
  - Detailed examples of your qualifications specific to the position, you can mention previous work experience, leadership, or academic experiences
- Closing: 3-4 sentences max
  - Summarize your qualifications, restate your enthusiasm, include your contact info
- Keep it clear
- Articulate your qualifications in words that mirror the job description. Why should they hire you?
- Do not try to impress with a long list of accomplishments (this is a summary, not the resume)
- Make it convincing - have a smart friend proof this letter

### COVER LETTER CHECKLIST:

- Always be professional – use paragraph form, not bullets
- Use proper grammar – check for spelling and punctuation errors
- Address it to the hiring manager, or recruiter not “to whom it may concern”
- Have someone read it over
- Do not copy/paste info from your resume, they will see it there
- Do not be forward in requesting an interview
- Keep it to 1 page
- Email: Write 2 or 3 sentences to introduce yourself and mention what position you are applying for.
  - Include your cover letter and resume as attachments. Do not copy/paste into the email body.

## DAY BEFORE INTERVIEW

### THE BASICS

- Get plenty of sleep: don't stay up all night the night before interview, it will show
- Figure out where exactly is the interview
- Check your gas tank, or bus/train schedule to minimize delays on the day of

### WHAT TO WEAR: have your clothes prepared the day before your interview

- Wear professional attire in accordance with your gender expression
- Look professional and reserved
- Dark neutral colors, dress shoes
- Hair should be neat, clean, trimmed
- Keep nails clean, avoid flashy nail polish
- Minimum jewelry: leave nose/tongue ring at home
- Make up as natural as possible

### WHAT TO BRING

- Print your resume, bring it to your interview
- Prepare small list of questions for the interview from your previous research (see back)
- Use a professional portfolio or bag to carry your materials

### REMEMBER

- After interview ask for business card so you can send them a specific thank you

### PREP

- Prepare with possible interview questions (see back)
- Brainstorm possible answers and jot down answers in bullet form
- Use a timer and answer each question under 90 seconds
- Assess and reflect on your experiences and how they relate to the company or position
- Note relevant examples you want to share during the interview
- Be prepared to address weak areas of your experiences
  - Highlight how you are working to improve this area, or note your potential
- What do you uniquely bring to this position?
  - Reflect on how your experiences and skills will differentiate you from other applicants
- What do you already know about the place you are interviewing? What else do you need to know?

### RESEARCH THE COMPANY

- History and values of the company, recent news: accomplishments, projects, challenges?
- Check employee reviews on Glassdoor.com.
- Salary Info

## AFTER THE INTERVIEW

- Take a moment to write down a few notes from the interview while it's fresh in your mind
- This will help you customize your thank you note to each interviewer
- Send your thank you note
- SEND YOUR THANK YOU NOTE WITHIN 24 HOURS OF THE INTERVIEW!

## SAMPLE INTERVIEW QUESTIONS

### QUESTIONS THEY MAY ASK

Tell me about yourself?  
Why do you want to work for this org/company?  
Why do you want this job?  
What do you know about our products/services?  
Why do you want to follow this career path?  
Why did you choose UCSC?  
What distinguishes you from other candidates?  
What job related skills have you developed?  
What motivates you most in a job?  
Describe how you handle stress, give examples.  
How do you handle criticism?  
Tell me when you worked through a problem to find a solution?  
What kind of supervision gets the best results from you?  
Do you prefer working with others or alone?  
What is your experience working with a team?  
What job do you want 5 or 10 years from now?  
What are your short and long term career goals?  
Describe your perfect job  
What are your greatest strengths?  
Discuss two accomplishments from college  
What are your salary expectations?  
Are you willing to travel for work?  
Are you open to relocating?

### QUESTIONS THEY SHOULD **NOT** ASK YOU

Are you married?  
When do you plan to start a family?  
What race are you?  
What is your national origin?  
How old are you?  
What is your religion?  
Have you ever been arrested?  
What is your maiden name?

### QUESTIONS YOU SHOULD ASK

Can you tell me more about the structure of your training program?  
What kind of training will I receive for this position?  
What qualities are you seeking in the person for this job?  
What challenges are you currently facing as a company/industry?  
Tell me the types of projects previous employees/interns has participated in  
Is this job an addition to staff or a replacement of a past employee?  
Tell me about the immediate projects the person coming into this job would be responsible for  
What do you like most about working here?  
What metrics does this company use to measure performance?  
How do you define success? Measure success?  
What exciting or challenging directions do you anticipate over the next few years?  
What are the next steps?  
When will you make your selection?

### QUESTIONS YOU SHOULD **NOT** ASK

What does your company do?  
What can your org do for me?  
What is the salary?  
What types of benefits do you offer?  
How much time do you get for vacation?  
How much is the signing bonus?

### AS YOU PRACTICE, CHECK YOUR BODY LANGUAGE:

- Good posture, firm handshake
- Personable tone of voice, while speaking
  - an appropriate pace and volume
- Minimize hand gestures or nervous ticks
  - clicking pen, shaking legs, biting nails, etc.
- Good eye contact
- SMILE, have a positive attitude