

Interview Skills Workshop

- *Learn how to write a resume' that will capture employers' attention.*
- *Learn how to search for a job.*
- *Learn how to appropriately dress for an interview.*
- *Learn how to showcase your skills to a potential employer.*



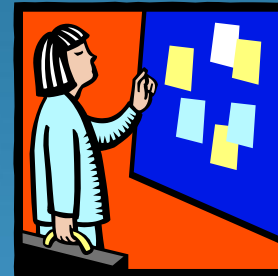
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Job Search

Where to look for a job:

- OCtech's Student Success Center in the Tourville Lab, upstairs Bldg. S
- Local newspaper
- Internet
- Employment Security Commission
- Word of mouth
- Many companies hire from within, so interns and volunteers that are considered good workers are looked at as well.
- Temp agencies (beware of fees that have to be paid for them finding you a job; however, if you can get your "foot in the door," this gives you an opportunity to showcase your skills and be hired from within the company).



Job Search

Do research on the company for which you are interviewing. Sources may include:

- Their own publications
- Internet
- Word of mouth
- Someone you know within the company



Job Search

Try to address your cover letter to the person who will be interviewing you, listing their name and position along with the company name and address in the address section of the letter. See sample cover letter. Type this letter on resume' grade paper.

- This cover letter is usually about three paragraphs long.
- First paragraph lets the company know what you are applying for and how you came to find out about the job.
- Second paragraph tells the company about your skills and previous experience and how these things will aid you in this position should you get it.
- Third paragraph is the closing paragraph and lets the company know that you are very interested in the position, that you look forward to hearing from them soon (be confident!), and how to contact you.

Job Search

Write your resume' to fit the job description.

- See sample resume'. Carry extra copies of your resume' to the interview in case you need them.
- Your resume' should be typed and printed on resume' grade paper and if necessary, mailed in a resume' grade envelope.
- Your most important information should be in the top half of the resume' page, with bold sections to draw the reader's eyes down the page. Try to limit the resume' to one page unless you have a lot of experience to list. You typically have around 20 seconds to showcase yourself since the reader will probably be looking at lots of applications and resumes'.

Job Search

Arrive at least 15 minutes early for the interview.

Dress conservatively, wearing a dark suit (navy blue, black, dark gray), dress shoes, and conservative jewelry. Less is better. Ladies should have conservative hairdos. Men should have conservative haircuts and be clean-shaven or have neatly kept beards and mustaches.

The Interview



- Eye contact is important.
- A firm, confident handshake is also important. Make sure your hand is not sweaty.
- When they ask you to tell them about yourself, DO NOT tell them personal information. They are looking for your work history, special skills, what you can do for them.
- Interject information that you know about the company and how you can fit in to serve their needs.
- Relax enough to converse well. Nervousness can show in your body language and your voice. Show your friendly, but professional, side.
- Don't be a know-it-all. Show your willingness to learn something from the company.

Follow-up

- Always follow-up with a thank you card or a call, to remind them of who you are.



Follow-up

Here are some tips on how to write a Thank you note after a job interview:

- Send the note the day after the interview.
- Check your interviewer's name and title, and be sure of the correct spelling. Get her or his card for this very purpose, or check with the secretary or receptionist.
- Use your computer or typewriter, a nice printer and nice stationery (resume' grade paper).
- Address the recipient by a formal Mr. or Ms. unless you have a prior relationship or the interview was so in-depth and successful you feel it would introduce a false note of formality.

Follow-up

- Thank the interviewer for a great interview, and then describe what made it great: good fit, exciting exchange of ideas, a wonderful opportunity.
- Convey that you are definitely interested, favorably considering or whatever the case may be.
- Toss in a few facts to demonstrate your interest. For example, “I was pleased to see the new cardio care wing.” or “The sales numbers were impressive.”
- Describe your expectations. For example, “I will look forward to meeting with the CEO.”
- Complete your letter with any number of closings, including “Sincerely,” “Yours truly,” or “Best Regards.”

Follow-up gets results.

Interviewees who have utilized these tips have been able to edge out their competition to obtain the jobs for which they interviewed.

The information on the previous two slides was directly quoted from the eHow website:

http://www.ehow.com/how_11518_write-thank-you.html.

All information contained in this workshop presentation is meant for educational purposes only and is not to be sold.

Attachments:

Please see attachments (on the website) for:

- Sample cover letter
- Sample resume'
- Interview Skills Workshop Evaluation

Please print, fill out, and return the workshop evaluation to Patricia Nicholas in Rm. 114, Bldg. B, to Kayla Owens in Rm. 110, Bldg. B, or to Tawanie Shanks in the TRiO lab, Bldg. B.

THANK YOU!