

# Job Search 101 (by Kathy Troost)

## The perfect resume

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1. Tailor resume to the specific position you're applying for
2. Make sure your name (in **BOLD**) and contact info are listed at the top
3. Only include a job or career objective if it's not generic
4. Resume length should reflect experience level
5. Do not list references unless the references have agreed to being contacted on your behalf
6. Use plenty of white space - don't distract with too many words
7. Use the right keywords
8. Only list relevant work experience
9. Use bullet points to list responsibilities, accomplishments and achievements
10. Put numbers (\$,%) to what you've done
11. List only relevant education info
12. Use chronological format (most recent experience first)
13. No personal details!
14. No hobbies or personal interests
15. Don't reveal everything - just enough to get an interview

## Cover letters - customize or don't send at all!

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1. State why you are interested in the company and the position
2. Provide examples - projects, accomplishments, relevant skills
3. Outline how you could uniquely add value to the company
4. Do not restate what you list on your resume!
5. Close with thanks and contact info

## Mastering the phone screen

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1. You got a first date - now make a good enough impression for a second!
2. Make sure it's a scheduled call
3. PREPARE!
  - a. Research company
    - i. Look up interviewer on LinkedIn
  - b. Review job posting
  - c. Prep for anticipated questions
  - d. Prep questions for interviewer
  - e. Prep 30 second summary of why you are right for this job!
  - f. Prep your environment
4. Only use a cell phone if you can GUARANTEE good reception!
5. Take notes
6. Be enthusiastic! But don't interrupt...
7. Avoid negative words (can't, haven't, don't)
8. Avoid saying "um", "ah", "like"
9. Show you've done your homework
10. Ask your questions
11. Ask about next steps
12. Close with thanks

## Interview etiquette

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1. Put best foot forward - it's all about the first impression!
2. Know your audience and do your research
3. Prep responses to anticipated questions
4. Dress professionally - NO JEANS, but don't over-dress either. Inquire before the interview about appropriate dress and company culture
5. Bring hard copies of your resume
6. Do not bring a list of references unless you have notified them beforehand
7. Be early
8. TURN OFF YOUR CELL!
9. Be professional and polite to everyone, including the receptionist
10. Start and end interview with firm handshake
11. Maintain good eye contact
12. Be aware of body language
13. Don't joke or ramble
14. Don't chew gum or eat
15. Take notes
16. Highlight experience, accomplishments and goals without reading from resume
17. Be enthusiastic and inspire confidence that you can get the job done
18. Do not interrupt the interviewer or give overly long or short answers
19. Ask questions! (those prepared ahead of time, those that came up during interview)
20. Once interview process is complete: Thank the interviewer(s) verbally and send handwritten thank you note within 24 hours

## Questions to ask during an interview

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1. If I were to start tomorrow, what would be the top priority on my to-do list? (also during first 3 months)
2. What would you say are the two top attributes someone needs to possess in order to do this job well?
3. What improvements or changes do you hope the new hire will bring to this position?
4. How would you describe your company culture?
5. How would you describe your management style?
6. Why do you like working here?
7. What is the next step in the hiring process?

**Handout by Kathy Troost**

**Interview Format: Staff-level candidate**

Candidate's Name:

Date:

1. Why are you interested in this position? Our firm?
2. How did you choose your major and the MESSAGE program at the UW?
3. Discuss current/most recent applicable coursework. Which courses have you enjoyed most? Least? Confirm current GPA if not listed on resume.
4. Discuss current/most recent research, if applicable. What was the research topic? What did this research entail? Findings?
5. How do you feel your degree has prepared you for (a) for a career in the engineering/consulting industry, or (b) to excel as a (title of position they are applying for)? (IF RECENT GRADUATE)
6. What qualifications do you possess beyond academics that will enable you to make a successful transition into the business world? (IF RECENT GRADUATE)
7. Discuss previous internships, work experience, etc. What did you enjoy most about the work? Least?
8. If the above involved fieldwork, what types of interactions did you have in the field? Did you interact with contractors, clients, etc? Were there conflicts? What steps did you take to resolve these conflicts?
9. What's your ideal balance of field work vs. office work?
10. Tell me about a key accomplishment of yours.
11. What other types of positions and companies are you considering right now? Locations?

12. What does an ideal career opportunity look like for you at this point?
13. What is your career game plan over the next five years?
14. What working and living location(s) are you interested in?
15. How do you feel about business-related travel?
16. How soon would you be available to start work?
17. What is your current status? Do you have any offers pending or decisions to make in the near future?
18. What are your salary requirements?

Request the following from the candidate:

- Technical Writing Sample
- Letters of Recommendation