



# How to Ace an Interview

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- Resume
- Application
- Interview

# OBJECTIVE & GOAL



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- Being better prepared for job search from start to finish.
- Enhanced knowledge of writing a resume, completing an application and surviving an interview.



# Resume

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- Provide Evidence
  - Be Specific
  - Be Factual
  - Tell the Truth
  - Provide Details



# Writing Style

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- No Errors, make sure spelling is correct
- Have at least two others proof read / check your resume
- Start every sentence with a verb or action word
- Don't use the word "I", keep sentences short
- Use past tense
- Print on quality plain white paper



# Length

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- Keep your resume between 1-3 pages long
- Paragraphs to a maximum of 6 lines
- Bullets, no more than 6 bullet points together
- Bullets, no more than 1 or 2 sentences



# What Not to Include

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- Don't include any negative or critical statements
- Don't include poor grades
- Don't include personal information (gender, date of birth, height, weight, # of children, photographs)



# Formatting

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- Use bold and italics sparingly
- Don't use underlining
- Don't use all caps
- Don't use graphics or images



# Chronological or Functional

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- Functional not recommended
- Most employers prefer Chronological, with most recent dates first
- Don't attempt to hide gaps





# Objective / Summary

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- Make sure to include an objective section if you are changing careers
- Keep it short to a few sentences



# Work History

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- Concentrate mostly on achievements
- Don't rewrite your current job description
- Only include recent jobs
- Include voluntary information
- Include details which illustrate your skills
- Don't belittle or undervalue your experience



# Education

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- If you have little work history, put education information before work history
- Don't include poor grades
- Show GPA is average or above
- Detail higher qualifications (degrees/masters)
- No degree, then show other educational courses
- Write 'degree expected' if you have not yet graduated
- Focus on other areas if you don't have educational information



# Other Skills / Section

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- Languages
- Professional Organization Memberships
- Computing Skills
- Published Works



# Applications

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- Read applications carefully
- Follow all directions
- Account for lapse in dates
- Don't omit information

# Application Continued



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- Your application is your signature of your work history, sell yourself
- Choose words wisely
- Be brief, but direct
- Spell Check, Spell Check!!!!!!!



# State Applications

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Review state application and discuss



# Interviewing

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- Be prepared
- Look for information in advance
- Be on time
- Show confidence in your KSA's
- Look & act professional





# Appearance Counts

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## **JUST 30 SECONDS**

It takes only 30 seconds when meeting someone for them to form an impression about your character and abilities.



# Success Dressing

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Impressions during face-to-face encounters come from.....

7% Words used

38% Vocal tone, pacing, inflection

55% Appearance and body language



# IMPRESSIONS

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Impressions are based on what you see:

- Clothes
- Hairstyle
- Posture
- Smile
- Nonverbal communication



# IMPRESSIONS FORMED

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- Educational level
- Career competence and success
- Personality
- Level of sophistication
- Trustworthiness
- Sense of humor
- Social heritage



# Final Q&A

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- Good luck with future interviews.
- If you have questions or comments, please contact your servicing HR Office.