

HOW TO BE AN INTERVIEW EXPERT

Essential Tips to Keep You Prepared!

Having a Stand Out Resume

- Hiring leaders will review your resume for an average of **6-7 seconds**.
- You want to stand out, but also be professional. Most people think adding a personal photo, or their personal hobbies, will do that. This is a major resume DON'T.
- **Never** lie on your resume.
- Review backside for resume template example.

Cover Letters

- Should I have a Cover Letter? **YES!**
- Use this time to customize a unique Cover Letter per job application.
- Don't repeat everything in your resume.
- CL in 3 parts:
 - Intro - What position you're applying to.
 - Body - Explain why you're a match.
 - Closing - Your availability and how to reach you.
- 1 page is more than enough.

I got an interview! Now what?

- GREAT! Make sure you always:
 - Look sharp in business professional attire.
 - Be on time, or 5 minutes early. Anything outside of this timeframe is too early, or too late.
 - Be prepared. Sometimes this means prepping with a friend, family member, or solo, with interview questions.
 - Have specific examples ready.

Staying Cool

- Do your research, build knowledge on the company you are interviewing with. You could be part of it!
- Have 3-5 questions prepared.
 - Ex: How long have you been with the organization/do you love what you do? What does an average day in the role look like? What is the expectation within the first 90 days for someone coming into this role?

Common Resume Mistakes

- Stating what you did, rather than what you accomplished.
- Typos, grammatical errors, spelling. Read it 3 times through, then have a friend or family member review it.
- Multiple fonts. Stick with a standard font and size, otherwise it will look unprofessional and be difficult to read.
- Too lengthy. 1-2 pages is ideal. Anything over 3 has too much information listed.

What not to do

- Lack emotion. Employers are looking for someone who is enthusiastic about their team, job and day-to-day.
- Unprofessional email handles or voicemails.
 - Create a professional email handle that you can confidently share.
 - Make sure your voicemail message is professional, without background noise.

LAURA MARTINEZ

123-456-7890 • hello@email.com

Add your LinkedIn profile URL here, or any site that displays your work.

SUMMARY

Let's get detailed here. A few sentences will do, but let's get to the root of what you are looking for. Most objective statements are too generic, tell the hiring leader what you want! Be specific to what you are applying for, have a different resume for different positions, and research the company you apply to. Maybe even include a small statement from their mission here, that will make you stand out from the crowd.

WORK EXPERIENCE

Title, Company Name

Jan 2023 - Present

- Here's where you add all those amazing things you have done with the organization, in short, sweet bullet points.
- Reference the job description for key duties to add, plus the additional duties not listed that made you so great at your job.
- Worked on a project or had an impressive outcome? Include achievements here!
- Make sure you put your most recent position first, then follow in reverse chronological order. Follow the dates provided on this template as an example.

Member, FACES for the Future San Diego

Jan 2021 - Dec 2022

- Shadowed (title of preceptor) in the ____ department at Rady's Childrens Hospital
 - What you observed
 - What you assisted with
 - Responsibility you had
 - Skill you learned
-

EDUCATION

Degree name and type

Aug 2015 - Aug 2019

College name

- Relevant coursework listed here
 - GPA
 - Any societies, committees, or groups you participated in.
 - If you do not have a degree yet, you can list it as "pursuing". Or, if you do not plan to go to college, list your highest form of education in the same formatting.
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COMMUNITY INVOLVEMENT

- President of XYZ Club
 - Tutoring, mentoring, etc.
 - Leadership experience
 - Volunteer work/community service
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ADDITIONAL INFORMATION

- **Technical Skills:** software you are savvy with, anything pertaining to tech skills listed here.
- **Languages:** languages / proficiency levels. Example: English, moderate fluency in Spanish.
- **Certifications:** list any additional certifications or licensure outside of education here.
- **Awards/Activities:** list any awards and professional activities here.
- **Transferrable Skills:** examples include strong verbal & written communication skills, active listener, comfortable in a professional healthcare setting, teamwork/working well in groups, collaboration in an effort to achieve common goals, etc.