



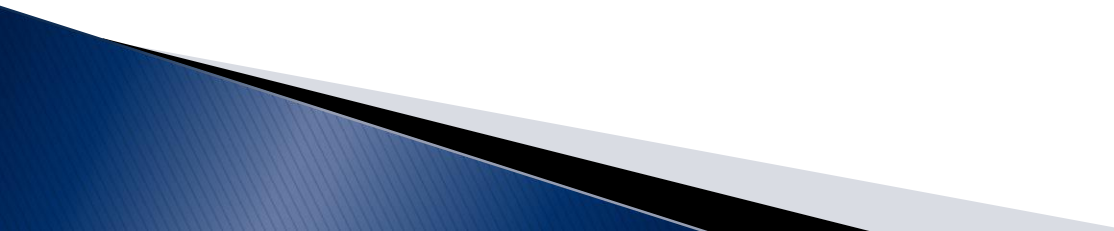
INTERVIEW TIPS

Overview

Goals of this presentation:

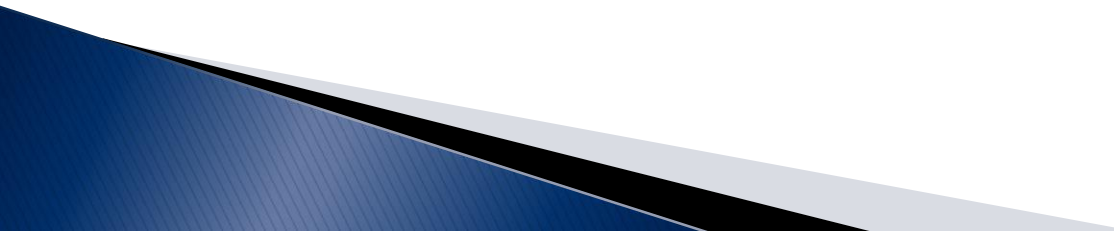
- ▶ You should understand:
 - The importance of reviewing the job announcement.
 - How to prepare your resume and cover letter.
 - How to prepare for the job interview.

Hand Outs

- ▶ Power Point Presentation
 - ▶ Dogs R Us – Job Announcement
 - ▶ Scooby Due – Resume
 - ▶ Scooby Due – Cover Letter
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Reviewing the Job Announcement

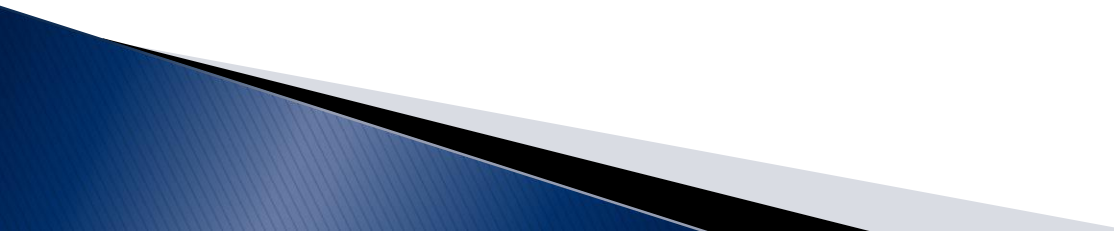
What is the position?

- ▶ What are the skills and qualifications?
 - ▶ Compare your skills and qualifications to the job requirements?
 - ▶ What are the minimum requirements?
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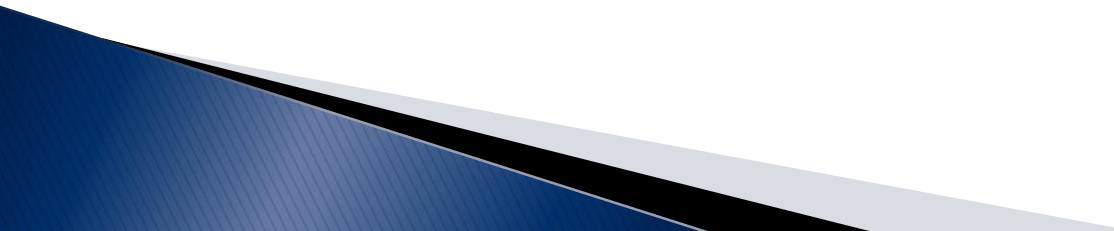
Do Your Homework

- ▶ Research the company.
 - Visit the company's website.
 - Review the company's background and mission statement.
 - What do you like about this company?

What's Next

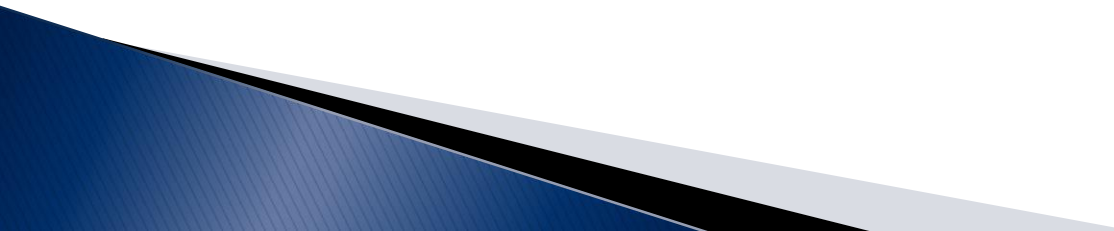
- ▶ You're interested in the position.
 - ▶ Do you meet the qualifications.
 - ▶ Prepare your resume.
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Resume

- ▶ What is the purpose of a resume?
 - Employment History
 - Education/Certificates
 - Skills
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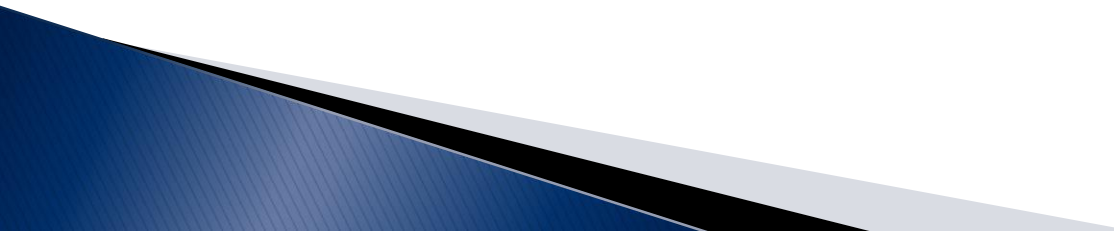
Preparing Your Resume

Parts of a Resume

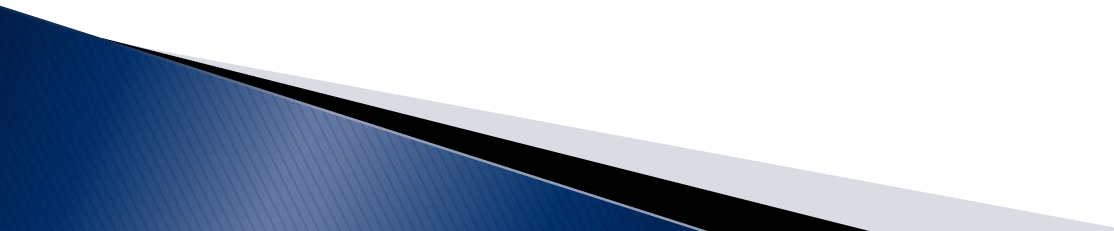
- **Heading** – name, address, phone number, email address.
 - **Objective** – get focused on your job objective.
 - **Skills** – make your skills the selling point of your resume.
 - **Experience** – Use your most important or relevant experience.
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Preparing Your Resume

Formatting

- Keep to one page.
 - Invite the readers attention.
 - Good quality paper.
 - Keep it concise and focused.
- 

Preparing Your Resume

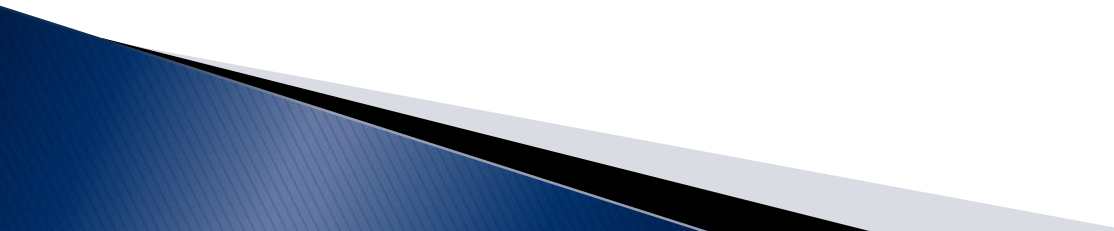
- ▶ Review, review, review.
 - ▶ Grammatically Correct
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Cover Letter

- ▶ Cover Letter Goal
 - Shows the company why you are a good match.
- ▶ Explain how your skills relate to the requirements of the job posting.

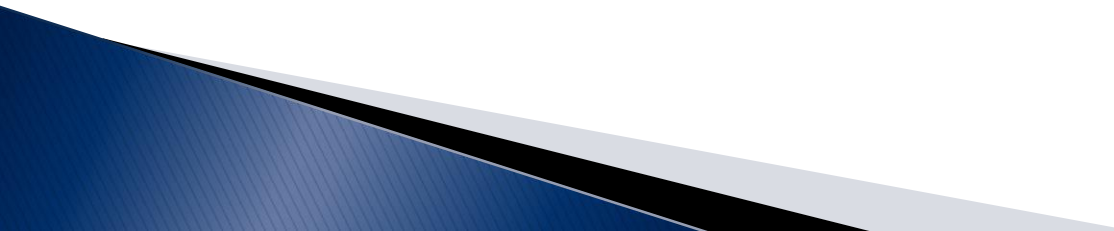
Preparing Your Cover Letter

Parts of a Cover Letter

- ▶ Appropriate Salutation.
 - ▶ Body of the Cover Letter.
 - ▶ Closing
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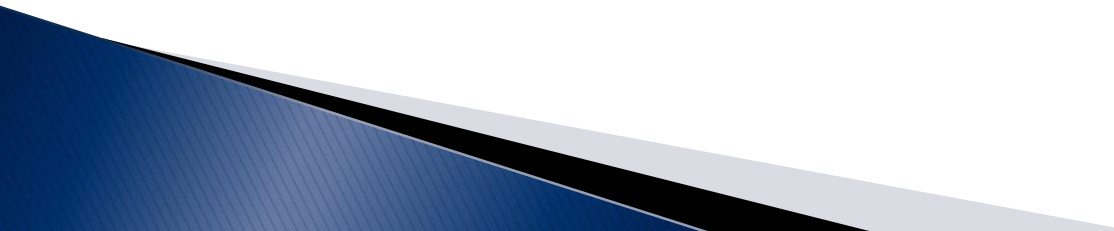
Prepare for the Interview

Prepare Responses to Commonly Asked Questions.

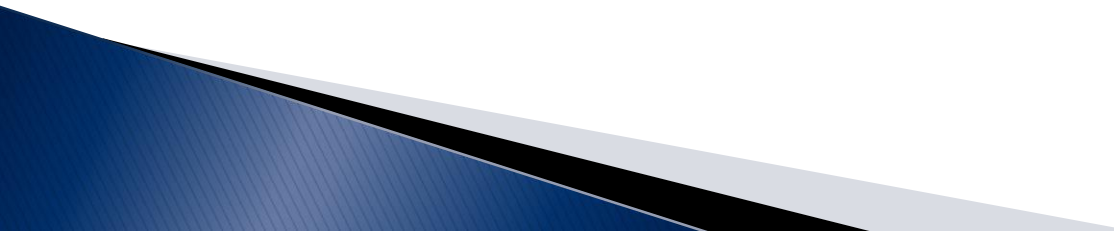
- ▶ Tell us about yourself.
 - ▶ Why do you want to work for our company?
 - ▶ What do you know about our company?
- 

Prepare for the Interview

Prepare Questions to Ask the Interview Panel

- ▶ Describe a typical work day for this position.
 - ▶ What are your training opportunities?
 - ▶ Is there upward mobility?
- 

Preparing for the Interview

- ▶ Practice, practice, practice.
 - ▶ Dress appropriately.
 - ▶ Plan what to bring.
 - ▶ Arrive early.
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Wrap Up

Leaning Objective

- ▶ Understanding
 - Job Advertisement
 - Company Research
 - Resume
 - Cover Letter



MOCK INTERVIEW