

Professional Interviewing Skills 101

Tips for young adults on how to land
the job



What is a job Interview?

- A job interview consist of a Q&A conversational style meeting between a job applicant (person seeking the job) and a representative of an employer (person with authority to hire an applicant) which is conducted to assess whether the applicant should be hired.
- **Fun Fact:** Interviews are one of the most popularly used methods for employee selection.

“I am looking for a job. How do I land an interview?”

➤ **Identify what field you desire to work in:**

- Example: You love to dress and you’ve always been told you have a unique yet enviable style. You may consider applying to positions at your favorite fashion and/or accessory store.

➤ **Find out if your desired place of employment is currently hiring:**

- An quick and easy online search can reveal any current or future opportunities within a company.

➤ **Ask yourself “Am I qualified for this position?” and “Do I have everything required to actively apply for the job?”**

- Make sure you’re capable of performing the job in which you’re interested in applying.
- It is very important to have all your necessary documentation in order during the application process, i.e. work permit (if necessary), birth certificate & SS card.

“I am ready to apply, let’s go!”

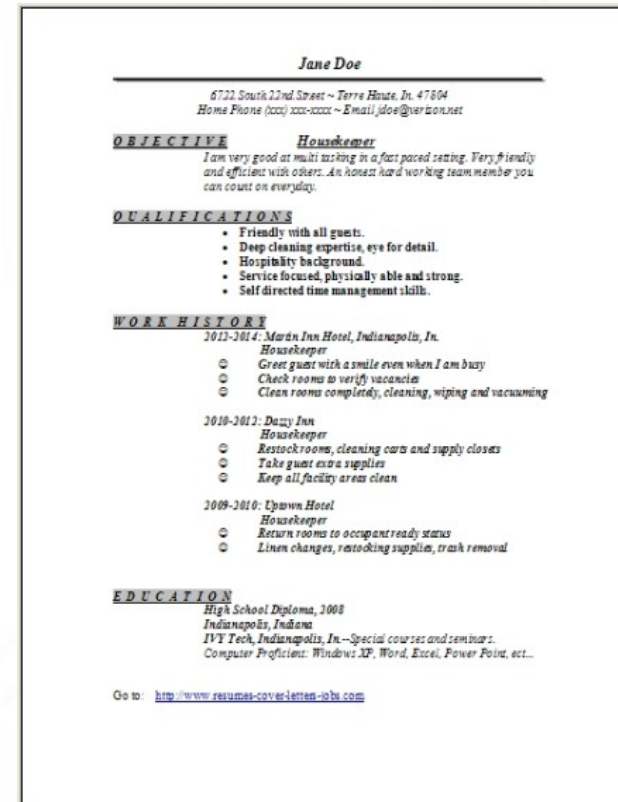
Prior to applying for a position you need to make sure you have clean copy of your most current resume ready and available.

- A resume is brief overview, usually one-to-two page document that sums up a job seeker’s qualifications. A resume is used to market a job seeker and used to communicate their value to potential employers.

Key resume writing points:

- Create an objective i.e. a brief summary one or two sentences of what kind of job environment you’re seeking.
- Make a list of your previous work experience or transferable skills.
- Focus on your achievements and/or accomplishments that you can use to highlight your abilities.
- Choose a resume style, preferably in MS Word format, and list your objective, accomplishments, work history and education.

TIP: REMEMBER TO KEEP IT SIMPLE!



Resume Ready, Baby!

Now that you've gathered the necessary information needed for a basic resume the only thing left to do is format it and create what will now be your employer greeting card!

How will I use my resume:

- If you construct your resume in a MS Word format you can save it to a your laptop, your phone or even print it out.
- When it's time to fill out a job application online you can simply attach your resume. Or you can hand out hard copies to prospective employers right there on the spot!
- As you progress in your careers you will find yourself constantly updating your resuming. Adding experience, educational milestones and personal accomplishments as you begin to evolve in the workplace.



“I have an interview set up, now what?”

Rule #1: Make sure your attitude exudes confidence going into the interview phase! You’ve managed to successfully convey in writing your experience and qualifications that now the employer wants to talk to you!

7 Tips for a Successful Job Interview

1. Research the company in advance
2. Know your resume
3. Find your match
4. Develop a small list of questions you may have for the interviewer.
5. Dress appropriately
6. Arrive early
7. Act professionally



Congratulations, You Got the Job!

