

Résumé Tips

1. Find sample résumés & builders on **CareerBeam** (link from emu.edu/careers)
2. Include a web address for your online info in your header (i.e. Linked in, Vizibility or About.Me profile)
3. Start with a summary that highlights your best info in a nutshell to grab attention.
4. Order your categories by most related and important to least
5. Each category should contain information in reverse chronological order
6. Quantify and show your impact vs. just listing responsibilities
7. Use bullets and start each with action verbs
8. Use keywords related to the position, company & industry
9. Keep everything consistent – tenses, dashes, dates, etc.
10. What not to include:
 - a. Objective statement
 - b. Sentences (write in fragments)
 - c. Periods
 - d. I, me, my, a, an, the (say as much as possible in as few words as possible)
 - e. “References available upon request”
11. Drop by Career Services on Résumé Wednesdays (1-3 pm) for a look at your first draft (or schedule appointment (emu.edu/careers/appointments))
12. Make revisions and upload résumé to **CareerBeam** account (Account Tab, My Documents, Upload Your Résumé) and ask Career Services to review (careerservices@emu.edu)

Interviewing Tips

1. Practice interviewing on **CareerBeam** (link from emu.edu/careers) and get feedback from Career Services. More interview tips available on pinterest.com/RecruitARoyal.
2. Learn as much as you can about the company beforehand.
3. Think about how your experience in work, classes, and activities can relate to the job you’re seeking.
4. Allow plenty of time to get to the interview and, if possible, visit the site in advance and time how long it takes to get there. Be sure your car is clean and organized – your interview starts when you drive into the parking lot and continues in the waiting area (no cell phones!). Make a good impression on all staff.
5. Plan your interview attire in advance and make sure your clothing is pressed, your shoes are shined, and your hair and nails are well groomed. *Never eat or drink on the way to avoid spills.
6. Carry a portfolio with extra copies of your résumé, a list of references, and a list of questions you would like to ask (don’t ask about things you could have found in your research).
7. Speak slowly and clearly and don’t be afraid to ask for a moment to pause and consider your answer. Use good eye contact.
8. Be honest. Don’t try to cover up mistakes. Instead, focus on how you learned from them.
9. Be assertive. Remember that the interview is a way for you to learn if the job is right for you.
10. Ask the interviewer for a business card and send a thank-you note as soon as possible.

Adapted from JobWeb.com
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Online Resources

1. **Career Services Website:** emu.edu/careers
Information about events, scheduling appointments, testing, resources, and more
2. **CareerBeam:** cb.careersearch.net/login/?school_id=2259
Assessments, career planning, advice on social media and networking, résumé & cover letter builders, interview practice, international work, research companies and industries, EMU’s official jobs board, *connect with and be recruited by employers via your profile and résumé*, etc.
3. **Career Services Facebook & Twitter:** facebook.com/RecruitARoyal twitter.com/RecruitARoyal
Don’t miss needed info and opportunities
4. **Career Services Pinterest:** pinterest.com/RecruitARoyal
Links to loads of online resources – you don’t have to register to view boards
5. **Linked in:** linkedin.com
THE #1 source for professional networking and employer research on candidates, complete your profile to 100%, build your network, join groups (including Eastern Mennonite University Alumni Association group), and search for opportunities
6. **Vizibility, About.me:** vizibility.com, about.me
Two resources to create custom webpages/links to share with employers and reinforce online brand
7. **EMU’s Four Year Career Plan:** emu.edu/careers/students/Four_Year_Career_Plan.pdf
Follow tips to be well prepared by graduation
8. **Additional Resources:** <http://peteleibman.com/careerblog/>
<http://careerenlightenment.com/>

Cover Letter Tips

1. You must customize every cover letter – never send a generic cover letter when applying for opportunities
2. Always get the name of the appropriate person, even if it means making a call (never use “To Whom it May Concern or Dear Sir/Madam”)
3. Let them know how you learned about the opportunity, preferably via referral of a mutual friend/colleague (see #4)
4. Find someone you know connected to the company and/or hiring manager and ask permission to use their name in your letter as one who referred you or recommended that you apply
5. Make a connection to the organization *this is the most important part of your letter – determine the aspects in which you find the most connection (values, vision, mission, business philosophy, way they treat their clients, etc.), speak their language and use their keywords
6. The goal is to help them see that you understand who they are and how you are a values and character match for their organization
7. Be excited about the opportunity – convey enthusiasm and confidence
8. Describe how your skills/experiences are a fit for the position but don’t duplicate everything on your résumé
9. Indicate that you will follow up, call (unless the ad says no calls) and try to get to the hiring manager in person (don’t leave a voicemail), and ask an open ended question about status of the hiring process
10. Never write more than one page for a cover letter
11. Always use a cover letter – if an application only allows uploading one document, have your cover letter be page 1 of your résumé

Behavioral Based Interviewing Sample Questions

1. Describe a situation in which you recognized a potential problem as an opportunity. What did you do? (initiative)
2. Share a specific example of a time when you sold your supervisor or professor on an idea or concept. How did you proceed? What was the result? (assertiveness)
3. Describe the system you use for keeping track of multiple projects. How do you track your progress so that you can meet deadlines? (organization, commitment to task)
4. Tell me about a time when you came up with an innovative solution to a challenge your company or class was facing. What was the challenge? What roles did others play? (creativity and imagination)
5. What, in your opinion, are the key ingredients in building and maintaining successful professional relationships? Share examples of how you’ve made these work for you. (relationship building)
6. Describe a time when you got co-workers or classmates who dislike each other to work together. How did you accomplish this? What was the outcome? (teamwork)
7. Tell me about a time when you failed to meet a deadline. What things did you fail to do? What were the repercussions? What did you learn? (time management)
8. Describe a specific situation in which you had to make a choice. How did you approach the problem? What role did others play? What was the outcome? (decision making)
9. Share a specific example of a time when a co-worker or classmate criticized your work in front of others. How did you respond? How has that event shaped the way you communicate with others? (character, communication)
10. Describe a situation in which you had to use reference materials to write a research paper. What was the topic? What resources did you use? (research)

Job Search Tips

1. *It’s never too early to start this process* – get as much experience as you can through employment, internships, volunteering, service terms, leadership in student organizations, professional development training & conferences, etc.
2. Utilize CareerBeam (link from emu.edu/careers) for job search tips, EMU’s online jobs board, and connecting directly with employers seeking EMU students and alumni by completing your profile and uploading your résumé
3. Before your start applying, be sure to check your online image by doing a Google search of your name
4. Utilize Linked in (linkedin.com) to build your professional network, jobs board to see who in your network is connected to jobs of interest, and join groups to learn about jobs and other opportunities within your field
5. Talk with Career Services, professors, family, friends, classmates, co-workers about what you’d like to do and ask for suggestions
6. Find a mentor doing work of interest to you
7. When networking, never ask for a job – instead ask for 1) advice and 2) referrals to other professionals from which you can learn
8. Seek the hidden job market – utilize your personal and professional network to find out about opportunities *before they are ever posted*
9. Create opportunities by targeting companies of interest through Chamber of Commerce member directories (uschamber.com/chambers/directory/default)
10. When applying to job postings, apply as early as possible