

A Job Club Workbook

Job Readiness: Resumes, Cover Letters, & Interviews

This Job Club Module was developed by the



and



2023

“The contents of this curriculum were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.”

(Authority: 20 U.S.C. §§ 1221e-3 and 3474)

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Note on how to use this workbook:

This workbook is designed to accompany the DARS Job Club sessions. There are references to videos and activities that can be done as part of the Job Club. The activities can be completed in whatever order makes the most sense for your purposes. Use this workbook as a space to begin to build your Job Readiness portfolio, including notes and documents you can use as part of the application process.

#1. Resume Introduction

What is a resume, and why do we need one?



For you, the job seeker, a resume is a tool that's designed to get you to the next step in the employment process: the interview. It can even help you prepare for the interview by giving you specific items to practice talking about.

For a hiring manager, a resume provides his or her very first impression of you. A well-written resume could be your ticket into an interview. You can use it before an interview to help you prepare your answers to the questions you expect to get.

What are other uses for a resume? Why do employers need resumes? How can resumes help you as a job seeker?

Video: What Should You Include on a Resume?

GCFLearnFree: <https://www.youtube.com/watch?v=VjdlraonW2s> [Video length: 2:09]

Before we begin the video, what do you think belongs on your resume?

While you're watching the video, think about how your lists and your ideas compare to the ideas in the video.

#2. Resume: What should go in my resume?

The same basic information should be included on each resume, regardless of which resume format is used.



To prepare you to write your own resume, we'll go over each part, and then we'll look at some examples for each.

The information you should include is

- ❑ Your contact information, so a hiring manager can easily get in touch with you if needed.
- ❑ A professional summary, sometimes called a profile, that gives the hiring manager a glimpse of your skills and accomplishments.
- ❑ Your employment History, which should provide specific details about the accomplishments and successes you've had in your previous jobs. It always includes the names and locations of the employer, and should include a job title that is generally understandable. Dates are often included in this section, although you may want to omit them if you have gaps in your employment history.
- ❑ Your education information, which should include the certifications or degrees you have earned, the institutions from which you earned them, and the dates they were awarded.
- ❑ Any additional skills and information that highlight any technical or specialized skills you have that are applicable to the position.

Resume Examples

Now we'll look at a couple of examples of resumes. One is for someone with very little work experience, and one is for someone who has a great deal of work experience.

What is strong about them and what could be improved? What might you do differently? As we look at the two examples, jot down some notes. These will help you as you begin to write or revise your own resume.

Example #1 is on page 4, and Example #2 is on page 5.

Example #1 is written in **chronological order**, meaning the resume is organized by time, starting with the most recent job and continuing into the past.

To access a larger image of resume #1, use this link: Joe Oberon joberon@provider.net

Joe Oberon joberon@provider.net

(919) 555-2948 • 5728 Burnett Road, Carboro, NC 27561 • [linkedin.com/joeoberon](https://www.linkedin.com/in/joeoberon)

Summary of Qualifications

A manager and bookkeeper with more than 14 years of experience in successfully managing accounts and employees. Utilize strong interpersonal and communication skills to motivate staff to increase efficiency and profit margin. Effectively set priorities in order to meet operational deadlines and long-term goals while maintaining accuracy in documentation, accounts, and reports.

Experience

NATURAL FOODS, Raleigh, NC 2011–Present
Manager/Bookkeeper

- Supervise a staff of 25 and act as a liaison among owners, employees, and clients by promoting open communication.
- Handle Accounts Payable/Receivable and expense control procedures, including reconciliation, purchase orders, inventory verification, charge backs, and daily bank deposits.
- Maintain human resources files and actions, including W-2 withholdings, benefits, and bi-weekly payroll processing.

DIVA HAIR SCHOOL, Wake Forest, NC 2008–2011
Bookkeeper

- Managed Accounts Payable/Receivable and scheduled billing for a beauty school with up to 100 students.
- Calculated and distributed bi-weekly payroll.
- Maintained inventory, tracked student hours, managed collections, and processed certifications.

JAMES AND SONS, Davidson, NC 2006–2008
Verification/Payables Clerk

- Verified and balanced invoices, cash receipts, billings, purchase orders, inventory, and bank accounts for a manufacturing company.
- Assisted Head Bookkeeper in processing Accounts Payable/Receivable.

UNIVERSAL BANK, Tar Creek, NC 2003–2006
Teller

- Processed and handled cash transactions.

Education

WAKE COLLEGE, Raleigh, NC – Courses in Accounting and Management

Computer Skills

Proficient in Windows, macOS, Microsoft Office Suite, Peachtree, and QuickBooks.

This is the most common way to organize a resume, especially if you are going into the job application process with a longer history of work. What is strong about this resume, and what could be improved? What might you do differently?

Example #2 is organized around your **skills** instead of your work experience by time. To access a larger image of

resume #2, use this link: [JAMIE DUNGEE](#)

JAMIE DUNGEE

232 South Eastwood Street (724) 555-0222
Slippery Stone, PA 16057 jdungee@email.com

PROFESSIONAL SUMMARY

Passionate teacher and athlete with relevant field experience as a counselor, referee, and volunteer.

EDUCATION

Bachelor of Science, **Health and Physical Education**
Minor in **Adapted Physical Education**; GPA - 3.25
University of Pennsylvania, Slippery Stone - May 2008

RELEVANT SKILLS

Teacher:

- Have taught Health (11-12 grade), Physical Education (K-12 grade), and Adapted Physical Education (11-12 grade) with an emphasis on incorporating Mosston's styles of teaching.
- Planned and produced lesson plans for the psychomotor, affective, and cognitive domains.
- Created and conducted assessments and utilized an online grading system.
- Communicated and collaborated with team teachers at the middle-grade level.
- Possess four months of field experience observing and collaborating with elementary physical education teachers.
- Adapted lessons and fitness activities for a blind student at the senior-high level.

Coaching/Referee:

- Coaching strategies include promoting health, teamwork, discipline, and character-building skills.
- Served as assistant coach for the 120 Pee Wee Globetrotters.
- Conducted mini-training camps in soccer for community youth (age 14-18) to prepare them for collegiate programs.
- Organized and supervised a winning afterschool intramural high school volleyball program.
- Refereed a variety of sports at the middle/high level; was selected to officiate championship events based on evaluations.

Athlete:

- Devoted more than 20 hours to soccer practice, conditioning, and intercollegiate competition per week.
- Utilized leadership abilities by serving as Team Captain for two years.
- Received All-Conference honors in soccer for three years.

Counseling:

- Mentored freshman soccer players to ensure their success and adjustment to college athletics and academics.
- Worked with mentally disabled adults in fitness, leisure, and aquatics activities.
- Spent three summers as a camp counselor supervising and providing activities for six grade groups of 12 during five 2-week periods.

WORK HISTORY

| | |
|------------------|---|
| Jan 17 - May 17 | Student Teacher - School District 23, Stinson, PA |
| Sep 16 - Dec 17 | Referee - Intramural Programs, Slippery Stone, PA |
| Jan 16 - May 17 | Volunteer - Adapted Physical Education, Slippery Stone, PA |
| Sep 15 - Dec 15 | Field Experience Teacher - Thompson Elementary, Anderson, PA |
| Summer 15 - 17 | Camp Counselor - Camp Little Pond, Windsor, ON |
| Seasonal 15 - 17 | Waitress - Faculty Country Club, Slippery Stone, PA |

How is this resume example different? When might this kind of resume be more effective than the chronological resume? What is strong about this resume, and what could be improved? What might you do differently?

#3. Resume Format Examples

While we're thinking about **WHAT** we want to include in our resume, we can also start to think about **HOW** we want it to look. There are many free online resources that have templates to use that can make your



resume look professional and stand out among all of the other resumes in a managers' stack of resumes.

Take a look at these two examples and jot down some notes about what features you like about the template, what you might do differently, and how you think an employer would react to the template.

JOHN BERGSEN

Certified Budget Analyst with 5+ years of experience serving state and local government. Combine deep financial knowledge with a strong sense of collaboration to build productive relationships with other departments. Dedicated to ongoing professional development; recently earned CGFM credential.

123 W Adams Ave,
Detroit, MI 12345
youremail@example.com
(123) 456-7890

PROFESSIONAL EXPERIENCE

BUDGET ANALYST
State of Michigan, Detroit, MI
July 2017 to Present

- Collaborate with other finance team members to provide efficient, thorough cost accounting
- Present financial analysis and offer clear suggestions to legislators in committee hearings
- Draft monthly statements identifying financial trends, risks, and opportunities
- Report to and work closely with Finance Director

HIGHLIGHTS

- Drove cost reduction initiative that resulted in \$210K lower annual transit and miscellaneous expenses
- Created and honed finance processes, driving 16% improved workflow efficiency

EDUCATION

Bachelor's Degree – Mathematics
University of Michigan, Ann Arbor, MI

KEY SKILLS

- Budget Report Preparation
- Cost Reduction & Redistribution
- Cross-Functional Partnership
- Monthly Financial Statements
- Public Speaking & Presentations
- Team Collaboration

CERTIFICATIONS

- Certified Government Financial Manager (CGFM)
- Association of Government Accountants (AGA)

Notes:

Professional Experience

School Social Worker

Durham School District, Durham, NC | June 2018 - Present

- Counsel students with personal and psychological issues that impact performance and school behavior
- Provide treatments and resources to ensure students have the opportunity to succeed
- Communicate with educators, administrators and parents to provide understanding of students' challenges and get further information on how to support students
- Maintain reports to track student progress
- Reach out to at-risk students, including those with disabilities, those who have experienced trauma and students exhibiting behavioral issues to offer support and guidance

Social Work Intern

Teen Parent Support, Chapel Hill, NC | September 2017 - December 2017

- Assessed needs of young parents and connected clients to community resources that can offer support
- Assisted with facilitation of group therapy sessions for pregnant teens and mothers and teen fathers
- Maintained detailed client records of treatment plans
- Collaborated with colleagues to develop case management and treatment plans

Education

Master of Social Work

University of North Carolina at Chapel Hill, Chapel Hill, NC | September 2016 - June 2018

Bachelor of Science in Psychology

Tennessee State University, Nashville, TN | September 2012 - June 2016

Certifications

- Certified Master Social Worker, North Carolina, 2018

Jessica Boak

123 First Street,
Durham, NC 12345
youremail@email.com
(123) 456-7890

Certified Master Social Worker with experience working with children and adolescents. Strong history of using active listening and communication to assess client needs and locate or promote appropriate community resources. Experienced in crisis intervention and providing support for those experiencing family trauma, including domestic violence, divorce and substance abuse.

Key Skills

- Build strong relationships with clients and colleagues
- Case management skills
- Interact effectively with diverse clientele
- Strong knowledge of available community resources
- Use active listening and directed questions to assess client needs

Notes:

#4. Resume Tips



1. **Read the Job Description.** So, first sit down and really read the job description closely. Go through and highlight the points that seem important (think about the ones that are mentioned more than once or anything that's slightly out of the ordinary) and the points that relate to your experience and skills.
2. **Put the most important and relevant experience at the top.** Next, with your knowledge of what the hiring manager is looking for, take your resume, find the experience that would make him or her most excited about your application, and rework the document so that's what's at the top. Maybe it's your current position, or maybe it's some specialized certifications or the freelance work you do on the side. Whatever it is, make it the first section of your resume, even if it's not the most recent.
3. **Include workplace and employability skills.** From the job description, you'll likely find more than just the technical qualifications needed to complete the job. Strong communication skills, ability to work in a team, and other soft skills are probably listed as well. So, while your tutoring experience might not be directly related to the sales position you're interested in, you can definitely still highlight some of the soft skills that both positions require.
4. **Ask for feedback.** Finally, see if someone else—like a friend or mentor—can explain why you're interested in the position just based on reading your resume. If your friend can't suss out why you're applying or how you're a good fit, then more tailoring is likely needed.

Source: <https://www.themuse.com/advice/what-it-really-means-to-tailor-your-resume>

Practice!

Before you begin to build your resume, consider:

- What kinds of jobs are you interested in? What skills and experiences are highlighted in job descriptions for these kinds of jobs?
- What KIND of resume do you want to build? What makes the most sense for the jobs you are interested in AND for the skills and experiences you have? Chronological by time? Work experience by skills and interests?
- How do you want to organize your resume? With the most important and relevant experiences at the top? With the most recent experience at the top? Should education and training come before or after work experience?
- What kind of resume template will work best to highlight your most important skills and experiences? What will stand out to an employer? Which are the most appropriate for the kinds of jobs you are seeking?
- Who can provide feedback on your resume?

Resume Builders. Take a look at these resume building sites and find a format (or two) that you'd like to try.

- Resume Builder, <https://www.resumebuilder.com/resume-templates/>
 - This site has resume templates by job type
- GCFLearnFree Resume Gallery, <https://edu.gcfglobal.org/en/resumewriting/gallery-of-sample-resumes/1/>
 - This site shows resume examples by job
- Do an internet search for “resume templates” OR customize your search by including the type of job you are interested in, for example, “resume templates for jobs in graphic design” or “resume templates for jobs in carpentry.”

#5. Cover Letter Introduction

Now we're going to talk about the cover letter. Many employers will ask for a cover letter and a resume as part of the application process. The resume can inform what goes into a cover letter, but they *shouldn't* include all of the same information.



We'll look at some tips for what to include in a cover letter, look at some examples, and use a template to practice writing a cover letter that makes our application stand out.

Question 1: Have you written a cover letter?

If yes, what kind of information did you include in it? And how did you decide what you wanted to say?

If not, what kinds of information do you think should be included?

Question 2: How would you think the contents of a cover letter should be different from your resume?

There are no wrong answers; we are brainstorming what might be different; we'll cover this later in the module.

#6. Cover Letter Checklist

A cover letter is a business letter that acts as an introduction to your resume. There are always some pieces of information that should be included in a cover letter. We'll go over the parts now, and then we'll look at



some examples.

- **The date:** This is the date the letter is written. We recommend using the Month Day, Year format, such as January 27, 2009.
- **The address:** For the address, you should provide your home mailing address followed by the hiring manager's address.

If you're sending a cover letter via email, you don't need to include the date, return address, or mailing address at the top of the page. Just include your own address and other contact information, such as your email or phone number, below your name in the signature area.

- **The greeting:** The greeting is an important part of your cover letter. It establishes who you are sending the resume and cover letter to. We recommend that you try to find the name of the hiring manager to use here. If you can't find a name, use a generic term like Staff Selection Team or Hiring Manager.
- **The body:** The next section is the body: The body is the main part of your cover letter. This is where you explain what job you are interested in and how you learned about it. It should also present you as the best possible candidate for the job, and explain what actions you will take next.
- **Closing:** Choose a close: Use a polite and professional phrase here, such as Sincerely, Respectfully, or Kind Regards.
- **Then, your signature:** This area should contain your name, a written signature (if you're mailing the letter), and another way to contact you (such as a phone number or email address).

You can insert a picture of your signature for electronic cover letters. This is a widely accepted practice as paper cover letters are more and more rare.

- **Enclosure line (optional):** Use this line whenever you include a separate item in the same envelope or email message. It will tell the recipient to look for the enclosed attachment, which will usually be your resume, but could also be samples of your previous work.

Activity

Read over the sample cover letters on the next two pages, and consider the reflection questions. Jot down your notes and prepare to share some ideas. A space for responses to Question 3 is provided next to both cover letter examples.

Q1: What is the purpose of this type of cover letter?

Q2: Label the parts of each cover letter in your Guide according to the outline we just covered. If any parts are missing, make notes in the reflection box at the bottom.

Q3: If you were a hiring manager reading this cover letter,

1. Would you understand WHY the applicant is interested in the position? (Jot down the number 1 anywhere in the cover letter that tells you this information.)
2. Would you understand the skills and experiences that make the person a strong candidate for the position? Does the person make their case for WHY they would be a good fit? (Jot down the number 2 anywhere in the cover letter that tells you this information.)

Cover Letter #1

Q1- Purpose: _____

Q2- Label each part of the cover letter (e.g., greeting, body, enclosure)

| | |
|---|-------------------------------|
| <p>October 7, 2022</p> <p>Jenny Johnson</p> <p>Human Resources</p> <p>IHeartjobs</p> <p>55 Bixby Way</p> <p>Manchester, NH 40344</p> <p>Dear Ms. Johnson,</p> <p>I'm delighted to apply to the career counselor position at IHeartjobs. It's a wonderful match for my skills and career priorities, and as a seasoned resume writer with over 500 resumes in my portfolio, I believe I have much to offer the IHeartjobs team.</p> <p>In addition to writing resumes, I've taught both career coaches and individual job seekers the benefits and process of resume optimization, helping them secure interviews for themselves and their customers. Known for my client-facing skills, I've hosted over 200 webinars and counting, and I think the skills developed in doing so are a perfect match for a high-volume career counselor.</p> <p>I'd be excited to bring my deep knowledge of resume optimization to help IHeartjobs clients get more interviews and ultimately land desirable jobs, as is your mission. Please feel free to contact me at joewilliams@gmail.com or by phone at 868-554-0430. Thank you for your time and consideration.</p> <p>Sincerely,</p> <p>Joe Williams</p> | <p>Responses to Q3</p> |
|---|-------------------------------|

IN OR OUT: If you read this cover letter, would you want to continue with this person in the interview process? What about the cover letter led you to this decision?

| | |
|--|-------------------------------|
| <p>Cover Letter #2</p> <p>Q1: Purpose: _____</p> | <p>Responses to Q3</p> |
|--|-------------------------------|

Q2: Label each part of the cover letter (e.g., greeting, body, enclosure)

Enzo Fulgenzio
Marketing Professional

enzo@novoresume.com

0041 222 222

Los Angeles, CA

linkedin.com/in/enzo.fulgenzio

@enzo.fulgenzio

To:

Doris Johnson
Human Resources Manager
Optimal Workplace Inc.
321 Employment Avenue.
Los Angeles, CA

Dear Ms. Johnson,

With a formal background in marketing, paired with my proven success in retail sales, I am looking to transition into public relations. I believe my skills and background make me an excellent fit for the position of Public relations Specialist at your PR Firm in the department of consumer goods.

Having used your products, I am already knowledgeable about your brand and your offerings. I have followed with excitement as you launched new fragrances for various celebrities and have introduced an edgy personality to your branding and product lines. I would bring both passion and knowledge to promoting your brands to the press and public.

Already trained in creating buzz, I was responsible for the social media content at my previous company. When my team decided to participate in the polar plunge two years ago, we used social media to create interest in donating to our cause, and we raised more than \$25,000 for the event.

I am confident that the skills I developed in previous positions have prepared me for this opportunity with your firm. My expertise in your products and my experience in customer service and retail sales make me a great candidate for this opening. I would love to meet you and share more about my previous experience. If you have any questions, please give me a call at 123-654-0987 or email me at enzo@novoresume.com

Thank you for your consideration.

Sincerely,
Enzo Fulgenzio

IN OR OUT: If you read this cover letter, would you want to continue with this person in the interview process? What about the cover letter led you to this decision?

#7. Cover Letter Practice & Extensions

For practice writing cover letters...



- Use the reflection questions from Activity #6, and review these example cover letters by cover letter type: [Cover Letter Examples for Job Seekers in 2023](#)
 - What kind of cover letter would work best for your job search?
- Watch this Youtube video on writing a strong cover letter (1:58): [Tips for Creating a Great Cover Letter](#)
 - From the video, list 2 or 3 new things you learned about cover letters.
 - What was most important from the video, from your own perspective?
- To test your knowledge and understanding of what should go into a cover letter, take the GCFLearnFree Cover Letter quiz: [Cover Letters Quiz](#)
- Practice drafting your own cover letter with a Microsoft template. This resource also includes tips and pointers for writing a strong cover letter: [Cover Letters: Crafting Your Cover Letter](#)

Brainstorming:

- What are some skills, experiences, or details about yourself that would go well in a cover letter?
- What kinds of details in a cover letter might help a potential employer better understand how your resume prepares you for the work?

Jot down your ideas here to get started.

#8. Interview Introduction

The interview is an important part of any job application process. It gives the employer an opportunity to see if your skills and qualifications are a good fit for the job, as well as whether you would be a good fit for the culture of that workplace.

The interview also gives you, the job seeker, a chance to meet some of your prospective work colleagues and see if you feel like the job would be a good fit for you.



Use these resources to help you prepare:

- The job description - read carefully and consider which of your experiences and skills might be most important to bring up during the interview.
- Review your resume and cover letter, if you wrote one. Make sure your interview responses align with what you've written.
- Your own experiences and skills - brainstorm an experience or two that will show a potential employer what you know and how you can handle situations at work (for example, a challenge you've had to overcome or a project that you completed).
- Review common interview questions and jot down some ideas about how you might answer them.
- Find a friend or someone you know who can give you some ideas about how to succeed in an interview and will provide you with honest feedback about how to respond to possible interview questions.

Strategies for the Interview



What Is the STAR Interview Method?

- **Situation:** give context to your answer
- **Task:** elaborate on the challenge and your role
- **Action:** explain how you handled the situation or overcame the challenge
- **Result:** what you achieved in the process

Use this table to think about how you could use the STAR (situation, task, action, result) method to prepare for possible interview questions. What story about your own life and experiences can you tell that will help you do well in the interview?

| | What details could you use for each part of the STAR method? |
|--|--|
| Situation: the context around a specific situation or challenge you | |

| | |
|---|--|
| <p>faced.</p> <p>Share two or three important details about relevant work situations, academic projects or volunteer work.</p> | |
| <p>Task: your responsibility or role in the situation or challenge. Consider just one or two main points that best illustrate the task you needed to complete.</p> | |
| <p>Action: the specific actions you took to handle the situation or overcome the challenge. Identify a few of the most impactful steps you took to find success. Use "I" instead of "we" to highlight your particular contributions.</p> | |
| <p>Result: the outcome you reached through your actions. Focus on two or three main results of your actions and discuss what you learned, how you grew and why you're a stronger employee because of the experience. Provide concrete examples of the results of your efforts.</p> | |

For more information about this method, see the Indeed Career Guide:

<https://www.indeed.com/career-advice/interviewing/how-to-use-the-star-interview-response-technique?from=career-guide-autohyperlink-en-US>

Interview Rubric

This interview rubric sample shows skills (first column) and interview question (last column) that an employer or an interview panel may consider during your interview.

Review this rubric and think about how you might answer the possible questions listed here. Questions like these are common in job interviews. We'll use a version of this rubric as we watch a video in the next activity.

| Candidate | Mary | Peter | James | Anne | Possible questions |
|---------------------------|------|-------|-------|------|---|
| Critical thinking skills: | 3 | 5 | 4 | 3 | Tell about a time you identified a problem and your role in the solution. |
| Leadership ability | 5 | 4 | 5 | 5 | What leadership experience do you have? |
| Technical skills: | 4 | 4 | 2 | 5 | (Determined by role, refer to job description.) |
| Teamwork: | 5 | 4 | 1 | 3 | How do you promote positivity and build rapport with colleagues? |
| Social skills: | 4 | 3 | 2 | 5 | Which personality traits do you value the most in the workplace? |
| Career motivation: | 5 | 3 | 3 | 4 | What are your long-term and short-term career goals? |
| Company cultural fit: | 3 | 4 | 4 | 5 | Describe your ideal company culture. |
| Average score: | 4.14 | 3.86 | 3.00 | 4.29 | |

Use this space to brainstorm ideas on how YOU might respond to these questions.

Interview Video

Watch this 3-minute video that shows an interview for a job in logistics. Use the fillable rubric below to rate the performance of the person being interviewed. Then we'll reflect on what went well, what didn't go well, and what could have been done differently.



Use the scoring scale 5 to 0 with 5 equaling Yes, this person will come back for another email, to 2.5 (maybe we'll ask them back) to 0, which means that the candidate is not a good fit for the position.

If a question does not relate to the interview in the video, simply write N/A for "not applicable."

Video link: <https://www.youtube.com/watch?v=VadQskWdFhc> (3:04)

1. **Reflection:** What stood out? What went well? What went badly? What should she do differently?

| | | |
|---|------------------------------|---|
| Overall impressions: what stood out ☒ | | |
| What went well? | What did NOT go well? | What should she have done differently? |
| | | |

2. **Candidate skills:** Looking back at the interview rubric on the previous page, how did (or how did she NOT) the interviewee display the skills listed in the rubric?

jot down some notes about which skills she did and did not display during the interview.

#9. Interview Practice

Interview rubric Practice:



1. **Search:** Do a quick search for the kind of job you might be interested in applying for. You can use a job search engine like one of these sites or another site you know:

- Indeed: <https://www.indeed.com/>
- Monster: <https://www.monster.com/>
- SimplyHired: <https://www.simplyhired.com/>

2. **Read:** Read through the job description(s) carefully and make a note of the skills and experiences highlighted in the job description. Make a note of anything unusual or anything that feels strongly connected OR *disconnected* to your experiences and skills.

3. **Brainstorm:** Start with the questions listed here from the rubric we used in the previous activities. How might you respond to these questions for the job you're applying for?

4. **Practice:** Either on your own or with a partner, practice answering these (or other) interview questions. Ask for feedback on what went well and what can be improved. [Indeed Career Guide provides a list of additional possible interview questions you may want to review:

<https://www.indeed.com/career-advice/interviewing/top-interview-questions-and-answers>]

| Skills | Score (0 to 5) | Questions | Notes: Your Response |
|-------------------|----------------|---|----------------------|
| Critical thinking | | Tell about a time you identified a problem and your role in the solution. | |

| | | | |
|--------------------------------------|--|---|--|
| Leadership ability | | What leadership experience do you have? | |
| Technical skills | | *Refer to job description (Do the skills match the job description?) | |
| Teamwork | | How do you promote positivity and build rapport with colleagues? | |
| Social skills | | Which personality traits do you value the most in the workplace? | |
| Career motivation | | What are your long-term and short-term career goals? | |
| Company cultural fit | | Describe your ideal company culture. | |
| Notes: | | | |
| Total Score (possible 35 max) | | Hire? Bring for a second interview? | |

#10. Pulling It All Together & Next Steps

After the interview: Keep in mind that the job application process doesn't end with the interview.

- Take notes for future applications:
 - What went well with the job process?
 - What could be improved?
- Revise the resume and cover letter for each job application:
 - Make sure your skills and qualifications match each job description.
- Follow up after an interview:



- ❑ Ask for contact information and next steps.
- ❑ Send a thank-you note either by email or hand-written within the first day or two after the interview.
 - ❑ These resources provide tips and examples of thank-you letters:
 - ❑ Harvard Business Review, How to Write a Thank you Email: <https://hbr.org/2022/11/how-to-write-a-thank-you-email-after-an-interview#:~:text=Thank%20you%20for%20taking%20the.great%20time%20doing%20it%20together.>
 - ❑ Indeed, Sample thank-you letters for after the interview: <https://www.indeed.com/career-advice/interviewing/sample-thank-you-letter-after-interview>

Make it personal. Make sure your job search aligns with your values and with your interests. Think back on your own goals, your skill sets, and your interests. What are the most important factors to consider in your job search?

- Is having supportive co-workers a priority for you?
- Is a flexible work schedule important?
- Is having work that you love to do important to you?
- Do you want to work from home or work in an office?
- Do you want a job where you interact with other people, or do you prefer a job where you are able to work individually?
- What are your budget needs?
- How much training and support do you want on the job?
- What other factors are important to you?

Resources and References

Resume Resources

- GCFLearnFree, What Should I Include in a Resume, video: <https://www.youtube.com/watch?v=VjdlraonW2s>
- *The Muse*, What It Really Means to Tailor Your Resume, <https://www.themuse.com/advice/what-it-really-means-to-tailor-your-resume>
- Resume Builder, resume templates by job type: <https://www.resumebuilder.com/resume-templates/>
- GCFLearnFree Resume Gallery, <https://edu.gcfglobal.org/en/resumewriting/gallery-of-sample-resumes/1/>

Cover Letter Resources

- GCFGlobal, Crafting Your Cover Letter: <https://edu.gcfglobal.org/en/coverletters/crafting-your-cover-letter/1/>
- GCFGlobal, Cover Letter Quiz: <https://edu.gcfglobal.org/en/coverletters/cover-letters-quiz/1/>

- Tips for Creating a Great Cover Letter, video:
https://www.youtube.com/watch?v=N3jIY8GlXoM&list=PLpQQipWcxwt9Cld_I9alfSLFAytSslmCC&index=2&t=2s
- Jobscan, Cover Letter Examples, 2023: <https://www.jobscan.co/cover-letter-examples>

Interview Resources

- Indeed Career Guide, possible interview questions,
<https://www.indeed.com/career-advice/interviewing/top-interview-questions-and-answers>
- Indeed Career Guide, STAR Interviewing Method,
<https://www.indeed.com/career-advice/interviewing/how-to-use-the-star-interview-response-technique?from=careerguide-autohyperlink-en-US>
- Interview Etiquette video, Bad Example: <https://www.youtube.com/watch?v=VadQskWdFhc> (3:04)

Thank-you Letters

- ❑ *Harvard Business Review*, How to Write a Thank you Email:
<https://hbr.org/2022/11/how-to-write-a-thank-you-email-after-an-interview#:~:text=Thank%20you%20for%20taking%20the,great%20time%20doing%20it%20together.>
- ❑ Indeed, Sample thank-you letters for after the interview:
<https://www.indeed.com/career-advice/interviewing/sample-thank-you-letter-after-interview>