

CC 140 Final

/100

Please submit a Google Doc and PDF copy of your resume and cover letter via email or in your Class Google Drive Folder on the day of your interview.

Cover Letter: /20 points

- Format/Grammar
- Introduction
 - How is the opener?
 - Does it identify the job you are applying for?
- Body
 - Do you promote yourself well (Experience/Education)?
- Closing
 - Do you close confidently and directly?
 - Do you provide contact information?

Resume: /40 points

- Format and Grammar /20
- Content /20

Interview: /40 points

- Non-verbal Communication /10
 - Professionalism
 - Non-verbal cues
- Verbal Communication /10
- Q&A /20

Questions:

Get to know:

- tell me about yourself
- What are your greatest strengths
- Do you prefer to work by yourself or with people? why?
- What was your major and why did you choose it?
- What are some things you do in your spare time?

Gauge your interest

- Why do you want to work for this company (this job?)
- Why are you interested in this position
- Why do you want to work in the industry

Experience and Accomplishments

- Why should we hire you when we have applicants with more experience or better credentials
- Describe the most rewarding experience of your career so far
- How have your educational and professional experiences prepared you for this position?
- What were your major accomplishments in each of your past jobs?
- What was a typical workday like?
- What job functions did you enjoy most? least? why?
- Tell me about your _____ skills?
- Who was the toughest boss you ever worked for and why?
- What were some major achievements in college?

Future

- Where do you expect to be in the next 5 years?
- If you got this position what would you do to be sure you fit in?
- This is a large(small) company, Do you think you would like that environment?
- How can you contribute to this company?
- What would you like to accomplish most?
- How will this job help you achieve your life goals?

Challenging

- What is your greatest weakness?
- What type of people do you have no patience for?
- If you could live your life over again, what would you change and why?
- Describe your ideal work environment
- What was your least enjoyable job? How has that job helped shape you today?

Behavior

- Group work
- Overcame a problem
- Deal with conflict
- Deal with a lot of stress with deadlines