



Marketing Yourself

Interview & Resume Tips For Today's Job Seeker

Sheila Gilberti
Aerotek A&E
Account Manager
781-938-3041
sgilbert@aerotek.com



The Interview: How to Get It

○ Writing Your Resume

- It's ok if your resume is longer than a page!
- Consistent formatting
- Have others proof read for spelling & grammar

○ Creating a Project List

- Separate document
- Include: project name, your responsibilities, project phase, size/cost

○ Cover Letter

- Tailored to each position



Applying: Where to Search

- **Websites**
 - Monster, Careerbuilder, Dice, BSA classifieds, etc.
- **Networking**
 - Who do you know in your network?
 - Who could you know in your extended network?
 - Associations/Schools
 - Become involved! Volunteer!
 - Project Tracking: Who's hiring?
- **LinkedIn**
 - Setting up your account
 - Utilize your network
- **Keep track of where you applied**
 - Not all postings are urgent needs, keep that in mind when following up.





Preparing for The Interview

- Know exact location, time & how to get there
 - Try a test run the day before
- Review the company's website
 - Learn their projects, staff, and services.
- Know what position you are interviewing for and how your background relates
 - Go into the interview with prepared questions written down you are interested in knowing.
- Know interviewer's name, correct pronunciation, & title.
 - Reference this information during the interview.
 - If you're not sure of this information, call and ask prior to the interview.

The Interview

- On time = 5 - 15 minutes early!
- Two Way Street
- Important Questions YOU should ask
 1. Please explain what my day-to-day responsibilities would be.
 2. What are some of the abilities and skills needed to be successful in this position?
 3. What are the short term / long term goals for this department and how do they relate to the company as a whole?
 4. Please tell me about the company's management style.
- Thank the interviewer for his or her time and consideration.





Post Interview

- When should I follow up?
- Write thank you notes to everyone you met.
- Keep networking.
 - Don't put all your eggs in one basket!

QUESTIONS?





10 Interview Questions You Should Be Prepared To Answer

1. What do you know about our company?
2. Why did you leave your last job?
3. What is your biggest weakness? Strength?
4. Describe your ideal position. Ideal Supervisor.
5. Give examples of your ability to work as a team player.
6. What did you like most/least about your last position/internship/college?
7. Describe how you work under stress/pressure?
8. What are your long-term goals? Where do you see yourself in 5 years?
9. Why should I hire you?
10. What can you contribute to this project/organization?



Prepared Questions

- It's difficult to think of a well-worded question when you're under pressure.
- Questions should be thoughtful and express your interest in the company.
- Have at least 5 prepared going into the interview.

Here are a few examples:

1. Tell me about the history of growth of your company.
2. What is your highest priority in the next six months, and how could someone like me help?
3. Tell me about a typical day.
4. Tell me about your training program.
5. What are the characteristics of your top people?
6. What are three main qualities you are looking for in a candidate?
7. How do you see me fitting in with your company?
8. If I were to ask your top rep what he / she likes most / least about the company, what kind of response would I get?
9. How do I compare with other qualified candidates?
10. Do you have any reservations about me being successful with your company?
11. What does your interview process entail?