

Job Hunting 101

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Getting the Job You Want

- Résumés
- Cover Letters
- Interviews
- Follow-up

Résumé Content

- Contact Information
- Objective
- Education
- Work and/or Internship Experience
- Related Skills
- Computer Skills

Résumé Content (continued)

- Internships
- Awards
- Volunteer Activities
- References
- Custom Sentence in a Box

Résumé Checklist

- Proofread
- Spell check
- Use large envelope
- Nice paper
- No colors
- One typeface
- Print on one side

Cover Letter

- Paragraph One: Introduction
- Paragraph Two: Highlight Résumé
- Paragraph Three: Enthusiasm
- Paragraph Four: Follow-up
- P.S. - Highlight a Strength

Interviews

- Arrive early
- Be courteous and polite
- Firm handshake and eye contact
- Appearance
- Listen
- Body Language

Interviews

- Feedback
- Thank your interviewers
- Prepare portfolios
- Thank you notes to all interviewers

Interviews

- Things to know before interview
- Questions to expect
- Follow-up

Successful Tips

- Tips from Dr. Bagin
- Tips from Jacob C.

Getting the Job You Want

Thank You!
Any Questions?
