Notes - Alumni Career Day 2018

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Resume Notes

1. research and cater to job description

2. put education near the top

3. condense introduction

4. decrease font for more space

5. Held "weekly office hours"

6. What did you learn? How will employer benefit from knowing this information?

7. Put expected Grad Date

8. "Major" instead of pursuing?

9. put websites category?

10. pick a consistent tense →past, present, future

11. No birthday lol

12. Present tense if current project

13. Try to use different words

14. Try to not start sentences with the same words

Cover Letter

1. similar to first statement →elaborate

2. cater to company

3. why you want the job

4. usually half a page

5. how will you meet/exceed expectations

6. work well under pressure

7. attention to detail

Interview Tips

1. understand the job description

2. research the company

3. ask them questions

   - role in larger structure
   - looking for specifics
   - engage them more

4. ask them for contact information

5. elevator pitch

   - short overview of who you are

6. read up on field →trends

7. conversational interviews are better →highlight skills

8. clothes = suit

9. No "Ummm"

10. maaintain eye contact with interveiwer →look up

11. look up interview questions

12. go to the career center