

Resume & Interview Tips

MAKE IT PERSONAL

Your resume and an interview are your best opportunities to present yourself as the ideal candidate for the position, someone who will fit our culture and be an asset to the University. Here are some tips for creating a strong resume and honing your interviewing skills to make the best impression possible at Post.

Resume Tips

World-class organizations often receive hundreds of resumes for a single position. To make sure your resume isn't overlooked, the first step is to pay attention to the details. In other words ...

No Errors!

Nothing gets passed over faster than a resume with glaring errors. Double- and triple-check for typos, misspelled words, and grammatical errors. An error-free resume lets hiring managers know you're professional, conscientious and focused on making a good impression. ***Tip: Ask at least two other people to review your resume before you send it.***

Beat the Bots!

Bots – or applicant tracking systems – have one job: trimming that stack of resumes down to a manageable pile. When you apply for an opening online and load your resume, those little bots scan it for key words applicable to the job. ***Tip: Make sure you make the cut by customizing your resume to the specific job using key words from the posting.***

Be Skill Specific!

You've beaten the bots, now it's time to catch the hiring manager's eye. They're looking for concrete examples of your knowledge, skills and abilities. One way to do that is in your work history. Avoid listing tasks or responsibilities, instead offer specific instances where what you did helped make an impact on the overall performance of your team, department or company. A line that reads "Improved shoe sales on my team by 28%" is much stronger than "Worked in shoe sales for three years." The SOAR Answer Model – situation, obstacle, actions and results – can help you here to think through some of your accomplishments and succinctly add them to your resume. ***Tip: Use action verbs in your bullets to list specific accomplishments.***

Last Thoughts ...

- Avoid Objective Statements – Tailor this to the job you are applying for
- Use a Summary Statement – what makes you right for the job, use key words

- Instead of a mailing address, give them your LinkedIn address
- Make sure your resume matches what you say on your LinkedIn profile
- (Side Note: Update your LinkedIn profile)
- List hard skills (specific skillsets like programming or fluency in a foreign language) and jobrelevant soft skills (such as expertise in customer service, communication or conflict resolution)– but hard skills first
- Resume length is important (2 pages max!) – don't stuff a 20-year career into half a page ... and don't build a 3-page resume with 2 years of relevant experience.

Interviewing Tips

The right resume can get your foot in the door, quite literally. But the interview is where the rubber meets the road. It's time to see if the University is a good fit for you and if you are a good fit for the University. Here are some tips to help you get your interview skills up to snuff:

Do Your Homework

Go online and learn more about the university and the industry of higher education. For a Post interview, spend some time on our website learning about our students, faculty, associates, programs and campus. If you know someone who is already part of the Post team, ask questions about the culture – what it is like to work here – and think about how you will fit within our culture.

Prepare Through Practice

Whether this is your first job interview or your 51st, take the time to prepare. Go online and check out typical questions interviewers ask. Practice your answers using SOAR (situation, obstacle, actions, results). Think about the experiences and skills you've accumulated and think about how they would add value to the organization or solve a challenge.

Focus on the Positive

Once you are offered an interview, remember to focus heavily on what you do well, providing concrete examples of your past successes. Explain how your previous experience applies to and will benefit the university. If there are gaps in your employment be prepared to explain why and what you did in the interim.

Be Early

If you have never been to the campus before, [map out the route](#). Take a test drive to ensure there will be no problems – lane closures, heavy traffic areas, construction – when you go to the interview. On interview day, be early and allow time to pick up your visitors pass. Come five to ten minutes

early to calm your nerves, use the restroom, make sure your outfit is just right. Look professional by being on time for the interview.

Be Virtually Ready, Too

Likewise, you should take that same mentality to a virtual interview. Login early. Make sure the camera frames you well. Make sure the camera works! Do a sound check. Seclude yourself from outside distractions. (Turn off the TV and put your phone on silent.) Give yourself the ability to focus and let the true you come through in the interview.

Stay Calm

Do whatever you can to stay relaxed and engaged during the interview. Use a deep breathing technique to calm your nerves. Minimize opportunities for distraction by turning your phone off and putting it away. Show you're prepared by having printed copies of your resume at hand just in case the hiring manager forgot to print one out. Keep one for note-taking. Maintain eye contact. Use active listening. Listen to each question carefully so you answer what was asked and not what you anticipate.

Interview the Interviewer!

The hiring manager will give you time to ask questions. In addition to asking questions about the position, their management style and the University as a whole, use this opportunity to learn how the interview went and if there are opportunities to better explain your qualifications. Do not be afraid to say something like, "I am really excited about this position. How do you feel my skills and qualifications meet your criteria? Is there anything that I can add or clarify to help you make a decision?" Remember: You're also interviewing Post!

Second Impression

It's common knowledge that sending a thank you note is a smart job-search technique, yet many people fail to take this important step. In the note, reference something the two of you discussed, and briefly mention the most valuable skills you will bring to the position. Send the note within 24 hours, and make sure it is error-free. It's also a good idea to send a thank you note to the Associate Experience Team.

One Last Thing ...

At Post University, "fit" is just as critical as skills. Come to the interview prepared to discuss how your "soft" skills compliment your "hard" skills. How well do you communicate, collaborate, and handle conflict? How can you demonstrate that you are customer-service focused, innovative and/or a strong leader? Are you more a 'big picture' or a 'detail' person and how will those qualities help you

make an immediate impact within the university? Set yourself apart from other candidates with similar skill sets by showing how you will have a positive influence on our culture.

How To Succeed in an Interview With Your Resume (With Tips)

Your resume is an effective way of highlighting your qualifications to a potential employer. Regardless of the type of job you're applying for, having an effectively written resume can improve your chances of securing a role over other candidates. Learning how to create a resume that's likely to help you during interviews may empower you to meet your career goals. In this article, we discuss what to include on your [resume](#) to get an interview, why resumes matter in interviews and how you can succeed in your interview with your resume as a tool.

What to include on a resume

Most jobs require applicants to send their resumes as part of the selection process, usually accompanied by a [cover letter](#), which is a personal message that explains your qualifications and interest. Hiring managers then scan the resumes to identify the applicants that best match the skills needed for the respective job and invite them to an interview. Here are some elements you can include on your resume to encourage the hiring manager to progress you to an interview:

- **Contact details:** The top part of most resumes includes the candidate's full name, email address and phone number. This helps ensure the [employer](#) can contact you to schedule an interview.
- **Professional summary:** The professional summary is usually the first thing a hiring manager reads, so it's important to briefly showcase your qualifications for the respective job. This one- or two-sentence section captures why you're a great candidate for the role.
- **Job experience:** The job experience section usually contains a list of all your relevant [work experience](#) while highlighting the positive impacts of your actions. List the job titles, companies and when you worked for each, and add small lists of your exact responsibilities for each position.
- **Education:** The education section typically includes details regarding the highest degree earned, including the school and the graduation year if you recently finished school. If you're just starting your career and lack work experience, it may help to add more detail to this section by adding elements like volunteer work, coursework and activities.
- **Skills:** This section lists all your relevant skills for the respective position. Aim to include a mix of hard skills, which are the skills that directly help you perform the role, and [soft skills](#), which are generally desirable for any profession.
- **Benefits of preparing for your interview with your resume**

Although the main purpose of a resume is to convince the hiring manager to select you for an interview, a well-crafted resume can also help you prepare for and succeed at the interview itself. Here are some ways refining your resume can benefit you during your interview:

- **Hiring managers use it as a guideline.** Hiring managers will likely use your resume as an interview guideline, asking you to further expand on various elements, like previous jobs or industry skills. If you want to discuss a particular skill or experience in the interview, placing it on your resume might help your chances.

- **Creating it prepares you for the interview.** When creating your resume, you describe important details regarding your education and career. Doing so is likely to keep them fresh in your memory, making it easier to discuss them with the hiring manager during your interview.
- **It keeps you organized during the interview.** Having a copy of your resume can help keep you organized, as you can use it to ensure you covered its most relevant parts. Also, having a [chronological history](#) of your previous work experiences can help you better describe your career up to that point to your potential employer.

How to develop your resume for an interview

Consider these steps when determining the ways you can use your resume in an interview:

1. Research the hiring company

When personalizing your resume for a specific job, do as much research as possible on the employer. Doing so can teach you more about the company culture, appropriate attire and what projects they complete. Doing this for every job you apply for can help you customize your resume to improve your chances of an interview. It may also help you distinguish yourself from other candidates during the interview by showing that you fit the company culture. **Related:** [FAQ: Should You Bring Notes With You to a Job Interview?](#)

2. Analyze your resume and try to anticipate questions

Before attending an interview, ensure you're very familiar with everything in your resume. This way, you can analyze every section and try to view it from the hiring manager's point of view to learn what they might ask you. Be as objective as possible, try to assess potential concerns like gaps in your work history and come up with effective answers for each question they might ask. Interviews can be high-pressure situations, so preparing as many answers beforehand can improve your odds of giving the best answers you can. Preparing while using your resume as a reference could help you ready yourself and prepare to overcome any nerves you may feel. **Related:** [How To Prepare for 9 Interview Types](#)

3. Match the job description with your skills

Before sending your resume, it might help to analyze the required skills for the role and then prioritize the skills you have that match the employer's list. This process can also help you during the interview, as it may inspire the interviewer to ask about specific skills. It might also help you reach the interview stage by highlighting [resume keywords](#) in an applicant tracking system (ATS). The hiring manager might ask you to give examples of how you showcased the respective skills. You can use your resume to prepare for these questions, as you might reference a particular job or responsibility in your work experience section to demonstrate a skill. **Related:** [Qualifications vs. Skills: Definition, Differences and Examples](#)

4. Practice live interview situations using your resume

Before attending the interview, consider asking someone close to you to help you rehearse by acting as a hiring manager. Provide the person with your resume and ask them to think of questions that they can ask based on your resume. You might also provide them with a list of common interview questions so that you can practice answering them. Your tone of voice and the confidence you show during an interview can influence a hiring manager's decision, and practicing your responses could help you [appear confident](#).

Tips for crafting a resume to help you get an interview

Below are some resume tips you might follow to increase your chances of moving on to an interview:

- **Include keywords from the job description.** Resume keywords may help you succeed in an ATS, capturing the hiring manager's attention and highlighting you as a fitting candidate for the job.
- **Proofread carefully.** It's vital that you submit a professional document that's free of errors, so [proofread your resume](#) multiple times before submitting it.
- **Use specific language.** Try to use [action verbs](#) and specific descriptions when discussing your background and skills. This could give the hiring manager a clearer view of your strengths and help you differentiate yourself from other candidates.