

RESUME AND INTERVIEW TIPS

Finding a new job is never easy. We assembled resume and interview best practices to help you ace the application process and get the job of your dreams. Use our tips today to ensure that you are making a good impression on paper and in person.

RESUME TIPS:

1 BE STRATEGIC WITH STRUCTURE

- Organize the information on your resume in reverse chronological order.
- Eliminate objective statements.
- Create a separate section to highlight your skills.

2 USE KEYWORDS

Larger companies often use talent acquisition software to sort through the initial round of resumes. These tracking tools use keywords to select resumes with specific qualifications. Review the job listing carefully and tailor your resume to speak directly to what the job asks for. Don't lie, but frame your experience to reflect what

3 BE CONCISE

Your resume should be no longer than one page. Instead of listing every academic or professional experience that you have had,

4 FORMAT SIMPLY

While you can always get creative with your formatting, it is safest to keep things simple and standardized so that recruiters can easily skim your resume.

- Use 10–12-point font.
- Pick a modern font (Arial, Helvetica, or Times New Roman).
- Include no more than 6 bullet points for each job and keep each bullet to 2 lines or less.
- Align all of your text to the left, except for the date and location of each job, which should be aligned to the right.
- Save your resume as a PDF rather than a .doc

5 EXPLAIN IRREGULARITIES

Whether it is serial job hopping or gaps in your work history, explain why you left a role or took

..... INTERVIEW TIPS:

1

DO YOUR RESEARCH

Research both the organization and the interviewers. Review the organization's website, social media channels, and external media coverage to develop a strong sense of the organization's mission, values, leadership, and new initiatives. This preparation will help you to speak to how your experience connects with the organization's work. Similarly, look up your interviewers to find any commonalities, whether it is a shared hometown, alma mater, employer, or job trajectory.

2

PREPARE YOUR QUESTIONS

Having questions prepared reflects that you have done your homework and are serious about the job. While you should tailor your questions to the role, here are a few general questions that you can always ask:

- What are the day-to-day responsibilities for this role?
- What are the most exciting and most challenging parts of your job?
- How would you describe your management and communication styles?
- How is the team structured and how do you collaborate across different departments?
- What is the greatest area for growth that you see for your team or organization?
- What makes an ideal candidate for this role and what else do you need to know from me to be confident that I'm the right choice?

3

PRACTICE YOUR PITCH

Ask friends and family members to conduct mock interviews with you and provide feedback on your answers. The more you prepare, the more comfortable and natural you will feel during the interview.

4

PRESENT YOURSELF PROFESSIONALLY

- Dress the part. Whether your interview is in-person or virtual, dress according to the company or industry standard. Government jobs are often more formal and will require a suit, while policy roles at non-profits and start-ups often allow for business casual.
- Be on time. You should arrive at the office or log onto the Zoom about 5 minutes early.
- Maintain eye contact to project confidence and engagement.
- Smile to reflect that you are a team player and will contribute to the office culture.
- Sit on the edge of your seat and maintain good posture to demonstrate your interest in both the interviewer

5

THANK YOUR INTERVIEWERS

Send a prompt thank you note to every person you spoke with throughout the interview process, ideally on the same day as your interview.

