

# Resume Building & Interview Tips

# Agenda

- Introduction
  - Demographics of attendees
- Cover Letter or Not?
- Resume Tips
- Resume Format
- Prepare for the Interview
- Interview Day
- Post Interview

# Cover Letter & Resume Tips

# Cover Letter

Use the same heading that is on your resume or CV

*2 spaces*

Date

*4 Spaces*

Name

Title

Organization

Street Address or PO Box #

City, State, Zip Code

*2 Spaces*

Dear Mr./Ms \_\_\_\_\_,

*1 Space*

**1st Paragraph:** State why you are writing by identifying the position, field or general area of your inquiry. Tell the employer how you heard of the opening or organization. Be specific: tell them that the job was listed. If you were referred by someone, include that person's first and last name. Let the employer know the degree you will receive or received, the graduate school you are attend or attended, the type of license/certification you will be eligible for or have, and that your resume is attached.

*1 Space*

**2nd Paragraph:** Include a sentence that introduces your overall areas of expertise which illustrates that you are qualified for this position (this sentence can also be included as the closing sentence of your first paragraph). Indicate why you are particularly suited for this company and this position by reviewing the job description. Highlight your relevant achievements and qualifications. Elaborate on key points from your resume without repeating your resume word-for-word. Be specific by providing examples from your current and/or past work experience, volunteer experience, academic, or training. Avoid "I feel" and "I believe" phrases.

*1 Space*

**3rd Paragraph**

Include two or three of your skills that relate to the position and how the population will benefit from these skills. Let the employer know that you are available for questions about your background and experience. Thank the employer for his/her consideration. Include your phone number and email address (same contact information listed on your resume)

*2 Spaces*

Sincerely,

*Sign Name*

*3 Spaces*

Your Name Typed

- Letter Format
- If known, include proper name and title
- Paragraph 1: Why you are applying
- Paragraph 2: Highlight qualifications that relate to the job description
- Paragraph 3: How you will add value to the organization
- Contact information to allow for a favorable reply

# Resume Tips

- It is a quick snap shot of your accomplishments and who YOU are
  - Simple & organized
  - 2 pages or less
  - Tailored to roles
  - Contact information
  - Self-assessment
  - Education and certifications
  - Objective or Summary
  - Work experience & achievements
- Use white or off-white resume paper
- Use 8½ x 11 inch paper, 10.5-12 in font size for body, 14-18 inch font for your name, legible front style

# Top Resume Mistakes

- Military jargon and acronyms
- Typos and grammatical errors
- Lack of specifics
- Attempting one size fits all
- Highlighting duties instead of accomplishments
- No action verbs
- Leaving off important information
- Visually too busy
- Incorrect contact information
- Including under 3.0 GPA
- Lengthy Paragraphs

# Prepping for the Phone Screen and Interview

# Phone screen/Interview Preparation

- **Research the company prior to the interview**
- Company websites:
  - What are the company's values?
  - What is their purpose and/or mission?
  - What kind of products do they have?
  - Do you fit in with the company culture?
- Articles/Information about the company on the internet
  - Is this a place you could see yourself working?
- Elevator Speech: About 3 minutes or so about your experience, background and why are you looking to change positions (not bullet points from your resume, it has to be personable).
- Why Stryker or why this position/team?
- Prepare questions about the opening that are important for you (3-5).
- You must be able to effectively communicate how your skills, education, training & qualifications and accomplishments translate into you being able to add value to Stryker.



# Interview Tips

## Phone Interview

- Use a land line (if possible) or somewhere with good cell phone reception
- Schedule a time when you are in a quiet place: no school cafeterias, wind tunnels, etc.
- Make sure you have enough time to complete the interview (could go over or the recruiter could be running behind)
- Be confident and give specific examples

## On site Interview

- Scope out the location beforehand and arrive early
- Make sure you receive all information from candidate care as where to park, which entrance to use, whom to ask for upon your arrival, etc.
- Come prepared with hardcopy resumes
- Dress appropriately – business professional attire
- Be confident and give specific examples
- STAR format when answering questions
  - Situation/Task, Action, Result
- Ask questions: What is important to you?
  - Time line/next steps, about the position, corporate culture, career path

# Interviewing Tips (Continued)

## Common Mistakes

- Using military jargon or acronyms
- Being distracted or not being engaged
- Discussing compensation and benefits
- Not making eye contact
- How you are answering questions (20-80% rule)
- Not Networking with HR business partner, Hiring Manager or Team
- Being negative- about your current or past positions/companies
- Not asking questions
- Using verbal fillers
- Inability to translate military experiences and qualifications

# STAR format

Behavioral Based Interview Questions

S

• Situation

T

• Task

A

• Action

R

• Result

STAR Example: <https://www.livecareer.com/quintessential/star-interviewing>

# Post-Interview

- Send “Thank You” note to each member you interviewed with
- Can be an email
- Thank you for taking the time to interview for specific position
- Make it personal to each interviewer
- Reinforce your interest in the role
- Highlights your skills and how you will add value (position and team)
- Reinforce your gratitude
- Include contact information (consistent with cover letter and resume)