

Interview Best Practices & Tips: 1:00-1:45 PM



CSIFT
CAREER
CENTER



**Brooke
Binette**
Medix
Scientific



**Todd
Freund**
Momentum
Scientific



**Anthony
Hawrylicz**
Medix Scientific



**Catherine
McCarthy**
Lab Support



**Cherie
Morris**
Aerotek Scientific



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Outline

- ☀ Resume Writing & Formatting
- ☀ Applying for Positions
- ☀ Submitting Your Application
- ☀ Cover Letters
- ☀ Preparing for an Interview
- ☀ Steps to Take After the Interview



Writing a Resume

☀ 5 Basic Steps:

☀ 1. Header

- Name, Address, Email and Number

☀ 2. Education

- BS and Higher (we all assumed you graduated high school)

☀ 3. Experience

- Recent & Relevant

☀ 4. Activities

- Volunteering, Athletics, Leadership, etc.

☀ 5. Skills

- Certifications, Achievements, etc.



Formatting a Resume

- ☀ One Page
 - ✱ For Recent Graduates or those with lesser amounts of experience
- ☀ Be Concise
 - ✱ Use brief, succinct statements in the form of bullets or sentences
- ☀ Font Size
 - ✱ Keep Font Size to 10, 11, or 12 points and set margins to no less than 0.5 inch all around
- ☀ Do Not Use
 - ✱ The word “I” or other first-person pronouns
- ☀ Use Past Tense
 - ✱ In describing past positions and use present tense for your current position(s)
- ☀ Consistency
 - ✱ With punctuation use throughout the document



Applying for Positions

☀ What

☀ Quality, R&D or Regulatory?

☀ Where

☀ Company Websites, LinkedIn, Career Fairs/Professors, Indeed/Monster/CareerBuilder Job Alerts



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Submitting Your Application

- ☀ Only Apply to Relevant Positions
 - ☀ Make sure you meet the minimum qualifications before applying
- ☀ Include your resume and cover letter
- ☀ If a contact name is provided on the post, send them an email individually or following up after your application



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JOB REQUIREMENTS	
Division/Department : CCLC	
JOB SNAPSHOT	
Employment Type	Full-Time
Job Type	Education
Education	Graduate Degree
Experience	At least 3 year(s)
Manages	No
Others	
Industry	Education - Teaching - Administration
Required	None
Travel	
Job ID	25656

Cover Letters

☀ When

- ☀ Always send a Cover Letter when applying directly to companies or when applications ask for it
- ☀ Often times, staffing companies won't require this

☀ Why

- ☀ To separate yourself from other applicants
- ☀ To show you put in the extra effort

PLACEHOLDER
LOGO

June 1, 2013

123 Broadway
City, State 12345
Phone: (000) 111-1111
Email: john@smith.com

Mrs. Jane Smith
Recruitment Officer
The Corporation
123 Pleasant Lane
City, State 12345

Dear Mrs. Smith,

PARAGRAPH ONE: State the reason for the letter, name the position or type of work you are applying for and identify the source from which you learned of the opening (i.e. career development center, newspaper, employment service, personal contact).

PARAGRAPH TWO: Indicate why you are interested in the position, the company, its products, services - above all, stress what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have practical work experience, point out specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume. Refer the reader to the enclosed resume or application which summarizes your qualifications, training, and experiences. The purpose of this section is to strengthen your resume by providing details which bring your experiences to life.

PARAGRAPH THREE: Request a personal interview and indicate your flexibility as to the time and place. Repeat your phone number in the letter and offer assistance to help in a speedy response. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview. Alternatively, state that you will call on a certain date to set up an interview. End the letter by thanking the employer for taking time to consider your credentials.

Sincerely yours,

John Smith



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Writing a Cover Letter

☀ Steps for Writing a Cover Letter:

☀ 1) Header

- Similar to your resume, but in the top left corner

☀ 2) Salutation

- Dear Mr. or Mrs. Hiring Manager

☀ 3) Paragraph 1 (Introduction)

- Opening statement with the position applied for

☀ 4) Paragraph 2 & 3 (Description)

- Respond to the job requirements and why you're qualified

☀ 5) Paragraph 4 (Closing)

- Thank them for their time and that you hope to be contacted



Prepping for the Interview

- ☀ Research, Research, Research!
 - ✱ Research the company history, purpose/vision/values and initiatives
 - ✱ Research on LinkedIn who you are speaking with (know your audience)
- ☀ Write Down Questions
 - ✱ At least 3-5 questions
- ☀ Print Copies of Your Resume & References
 - ✱ Minimum of 3-5 copies
- ☀ Dress Professionally
 - ✱ Business Professional (Suite & Tie)
- ☀ Arrival
 - ✱ 10-15 minutes early
- ☀ Presentation (handshake)
 - ✱ Make eye contact and use a firm handshake when introducing yourself
- ☀ Closing
 - ✱ After you ask your questions, ensure you determine a timeline for feedback



Steps After the Interview

- ☀ Connecting with Individuals on LinkedIn
 - ☀ Keep growing your connections and networking (this is your brand!)
- ☀ Email/Card
 - ☀ Use your judgement, but cards are always more meaningful than an email
- ☀ Receiving for Feedback
 - ☀ If a one or two goes by without any contact, it is acceptable to send a follow up email



Questions?



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