



Resume Resources

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Resume Best Practices

- 1** No need to include your mailing address anymore. These days, simply put your city and state along with your email address and LinkedIn profile link.
- 2** Be sure your skills are front and center! List your applicable skills in a prominent location so recruiters and automated systems can find them easily.
- 3** Keep it short, sweet, and relevant. Resumes only need to be a page (or two pages max!) and include only your most recent work experiences (going back up to 10 years). Unless relevant work experiences are further back, then it's ok to include any older experience relevant to the role for which you're applying.
- 4** Tailor your resume to the role for which you're applying - even if it means multiple resumes. Recruiters want to see that your skills align with their open positions and job descriptions, so double check their posted job description to ensure you're speaking to each item on the list with your skills and experience on the resume.
- 5** Invest in yourself and take time (at minimum, once per year) to update your resume and keep it current. You may forget over time all the great things you did throughout the year(s), so taking time at least once per year to reflect and update your resume will ensure it's ready to go when you need it.
- 6** Get organized by creating a spreadsheet to track where and when you applied, and any details like stated salary, links, or deadlines. You can even track when to follow up, or additional communication you may have had with them. This will go a long way toward making you look smart when you don't forget the details of your interactions! And if you've applied to a lot of places, it's super helpful to keep all the details straight.

Interview Resources

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Interview Best Practices

Behavioral interviewing is a new practice employers are utilizing to discover how candidates might “behave” in certain situations. The questions usually start with, “Tell me about a time when...” and are intended for the candidate to share a story about their experience. This may sound intimidating, but there’s a simple way to ace every behavioral interview by remembering to answer with a STAR!

STAR stands for Situation, Task, Action, and Result. If you can formulate your answers to follow the pattern of explaining the situation, what your tasks were, the action you took, and your results, you’ll go far! **Watch the video below to find out more about crafting your own STAR responses.**





Interview Tips:

Questions to ask during your interview

Below are questions to consider asking a recruiter or hiring manager during the initial screening step of the recruiting process. This will help you assess if the role aligns with your career goals.

Understanding the work environment for the position

Questions to ask the Recruiter:

- Is this a remote, hybrid or onsite position? When would someone in this role be expected to come onsite?
- What are the expected work hours for this position?

Questions to ask the Hiring Manager:

- Can you elaborate on the day-to-day responsibilities of this role?
- What are some of the challenges you've seen people in this role encounter?
- What are the characteristics of someone who would succeed in this role?
- Which other departments does this role work with most often?

Understanding compensation and other total rewards components

Questions to ask the Recruiter:

- Can you tell me more about the salary range and expected pay rate for this role?
- Are there any performance-based bonuses or incentives associated with this position? If so, can you share more about the factors that influence the amount and the timing of the payment?

Understanding company and work group culture

Questions to ask the Recruiter or Hiring Manager:

- How would you describe the workplace culture here?
What do employees typically find surprising once they start here?
- What opportunities exist for employees to get involved in Employee Resource Groups (ERGs) or community activities?

Understanding career progression

Questions to ask the Recruiter:

- How does the company assess employee performance and provide feedback?

Question to ask the Hiring Manager:

- Can you describe the training and development available for employees in this role?
- What is a typical career path for someone in this role? Where do successful employees move to after this position?