

Job Interview Guide



FOR CLARITY & CONSISTENCY, PLEASE REFER TO THE FOLLOWING URL: www.fblanet.org

Assembled By

AnnaLee Christensen

2014-2015 FBLA State Treasurer

Interview Checklist:

- Resume
- Cover Letter
- Correct Attire
- Know some background about the position and company

Resume

Contact Information: Have all your contact information in one area where it is easy to locate for the interviewers. Most commonly this information is located at the top of the page.

Objective Summary: The statement should be put right under the contact information. It should begin with “To obtain a position as...”

Education: State your expected graduation date and GPA.

Awards and Honors: List the awards and honors that would help you seal the deal with the interviewer. The more your awards and honors relate to the position you are seeking, the better.

Activities: Interviewers enjoy seeing that you are involved. Again, list activities that pertain to the position and make sure to provide any leadership roles you have held.

Work Experience: List all the jobs you have had or have. Arrange them from most recent job to your first job. Things you should include are: position title, name of work place, location, dates of employment, and responsibilities of your position.

Community Service: List community service projects in which you have participated.

Tip: Your resume needs to be one page. The people interviewing you have a very brief time period to look over your resume, so information needs to be easy to find.

Formatting:

- Font should be easy to read, between 10 and 14 points
- Be consistent with your fonts
- Only use one side on standard 8.5 x 11 inch paper

Resume Worksheet

_____ (Your Name)
_____ (Street Address)
_____ (City, State, Zip)

Objective _____

Education
_____ (School)
_____ (Year of Graduation)
_____ (GPA)

School Activities
_____ (Activity title and date)
_____ (Honors)
_____ (Activities)
_____ (Offices)

Work Experience
_____ (Job title and date)
_____ (Employer, city, state)
_____ (Responsibilities)

Skills _____

Other Headings

Return Address

Date

(QS)

Employer Name

Title

Address

(DS)

Dear Mr./Ms. Last Name

(DS)

First Paragraph - State why you are writing to them. Describe what position you are applying for and how you found out about the position.

(DS)

Middle Paragraph – Talk yourself up. Tell them what it is that you have to offer them that no one else does. Be specific with your qualifications and how they would relate to the job you are applying for.

(DS)

Concluding Paragraph – Thank them for considering you for the job. Restate your interest in the position you are applying for. Make sure to state that you will be following up with them.

(DS)

Sincerely

(QS)

Your Name

(DS)

Enclosure

Notes:

- Use 2" top and 1" sides and bottom margins
- Use 11 or 12 point standard font
- Use the word "I" three times or less
- If you have additional questions for formatting, look in the FBLA Chapter Management Handbook under Business Letter format.
- Have someone proofread both your cover letter and resume

Cover Letter Format