

TIPS FOR PROFESSIONAL SUCCESS



RESUME

Why is a resume important?

The purpose of a resume is to let a company (employer) know your interest in a job and to highlight the relevant skills, knowledge, experience and education you have that makes you a good fit (candidate) for the role. Your goal is to secure an interview with a well-written resume.

A standard resume should include:

Header: Include your name, phone number and email address. Use an email address that is professional and check that your voicemail greeting is straightforward. *You can create a free Gmail account [HERE](#).*

Consider a Summary Statement: Instead of an Objective Statement, which explains what you are looking for and intending to accomplish, consider a Summary Statement to share who you are. *What do you do best? What qualities and strengths do you offer? How do those strengths make you the person best suited for the job to which you are applying?*

Main Content:

- **Experience:** It is ok to not have formal job experience as a high school student. List anything that might show an employer you can handle responsibilities and take initiative. Remember, experience can be both paid and unpaid. Have you ever baby-sat, mowed your neighbor's lawn, or worked in fast food or family business? What about volunteering or helping fundraise for a cause or school event? Be sure to list what you think might help land you an interview. Include the name of the company/person you worked for, your title/role, and dates you worked in that position. If possible, quantify your experience; for instance, "raised \$2,000 for cancer research, supervised and led 6 volunteers for annual bake sale,..."
- **Accomplishments:** Under each company listed within Experience share both key responsibilities and accomplishments.
- **Education:** Include your school and your anticipated year of graduation. If you have received any awards from your school, list those here as well.
- **Extracurricular Activities:** List all relevant athletics, music, theater, newspaper, yearbook, student leadership, or any other club involvement or activities.

Keep it simple: Use appropriate fonts (Helvetica and Times New Roman are common), size, and simple design; Word or PDF formats are most compatible with printing and online application submission. Avoid jargon or slang, and define acronyms.

Do not embellish: Your resume reflects where you are at this point in time. Embellishment can be perceived as dishonest, which can have a long-lasting impact on your reputation and can affect your employment with a company in the future.

Grammar: Use periods at the end of each sentence and past tense action verbs for jobs worked in the past. If possible, use a strong action verb to start each responsibility statement.

Polish: Spell check, proofread, polish, repeat. Have a trusted teacher, mentor, friend, or family member review your resume.

Write a Cover Letter or Introductory Email: Customize a cover letter for each opportunity to which you are applying. Include what you are looking to achieve, your experience to date, and other qualities you possess that appear in the job posting. Use the same font and design standards as your resume.

INTERVIEW

Prepare well in advance: Treat the interview seriously. Do your homework on the company and the position, as well as the person with whom you are interviewing—LinkedIn is a great resource! Know how your experience lines up with the position to which you are applying. Prepare your stories (balancing being thorough with being concise) and use them to illustrate and support your answers.

On the day of the interview:

- In your research, see what company photos on the website look like and how employees are dressed. If the office is professional and employees are dressed business casual, match their dress code. If the office is casual, feel free to wear jeans, a buttoned-shirt, and clean shoes. Be sure all clothing is free of stains, rips, tears, and offensive language or logos.
- Do not chew gum or wear cologne/perfume to the interview. Most offices have policies against strong scents.
- Be sure to pack a small notebook and pen to write questions, comments or information you might gain from the speaker.
- Plan for traffic and parking—allow plenty of extra time and take a contact name/number of someone in case there are extraordinary delays.
- When you arrive, be sure to turn off your phone!

First Impressions: Since the COVID-19 pandemic, attitudes have changed around the handshake greeting. Until norms settle into new greeting practices, follow the lead of the interviewer. Keep appropriate distance, but have a friendly, easy and positive demeanor with everyone you meet at the company. Making eye contact, when able, can be another way to feel connection. If you are nervous, let the interviewer know—it will help! When in the interview room, avoid slouching by keeping your lower back against the back of the seat. It is okay to ask for water, if you need it! Bring a face mask with you.

Why: Companies want to hire people who want to work for them. Be able to articulate why you are interested in working for the organization.

Ask Questions: Prepare questions to ask the interviewer about expectations for the position. Ask for clarity if you are unsure you understand the interview question. Take your time to think of your answer. Have 2-3 meaningful, thoughtful questions prepared to ask the interviewer. Ask when you can expect to hear back on a decision about the job.

Post-Interview: Make eye contact as you thank everyone for their time. Send or email a tailored thank you note to everyone you met, reiterating your interest in the position.

LINKEDIN

Complete Your Profile: LinkedIn optimizes profiles for search based on your engagement and activity on LinkedIn. Incorporate media, join groups, share status updates and publish frequently. Be thoughtful; share your expertise. List Volunteer Experience and Causes. Showcase your passions and desired volunteer opportunities.

Endorsements & Recommendations: Ask your network to endorse you for skills and knowledge; the more endorsements you have, the higher your profile will rank. A solid profile also has at least two recommendations, where people from your network articulate their experience with and recommendation to work with you.

Consistency: Your resume, cover letter, and LinkedIn profile should all be consistent and reflect who you are.

ACTIVE JOB SEARCH

Network! 60% of employees find their best opportunities through networking. Do not be afraid to pick up the phone or send emails to former colleagues, classmates, personal connections and others. Contact local businesses directly to see if they have open positions. You never know who knows someone who is hiring.

Use Existing Resources: Contact alumni, professional or academic associations or other interest groups you belong to—many have job boards. Check in with your school's career center about possible jobs.

Passive Searching: The best time to build connections is when you are already working! So, when you have found your new job, keep networking. Your network is a rich source of people, companies, advice, and other resources.

Search for a job that fits you: An Interest Profiler can help you discover career options that may fit your interests and talents. Many high schools offer students access to the Oregon Career Information Service: <https://oregoncis.uoregon.edu/Portal.aspx>.