A helpful guide for jumpstarting your internship and job search!

Student Academic Affairs & Career Development Office
1194 Nancy Nicholas Hall • 1300 Linden Drive • Madison, WI 53706
608-262-2608 • advising@sohe.wisc.edu • www.sohe.wisc.edu
The process for finding an internship or full-time position should be multi-faceted and can involve the use of a variety of different resources. The Student Academic Affairs and Career Development Office has compiled a list of several internship and career search tools below for you to utilize in your job search.

**Handshake** is an internet-based on-campus recruiting and job posting system for UW-Madison students, alumni, and employers. Through Handshake, students can find internships and full-time employment opportunities, sign-up for on-campus interviews, learn about employers, and register for career events and workshops. This is also your go-to resource to see what career fairs are happening on campus.

**Internships.com** is the world’s largest internship marketplace bringing students, employers and higher education institutions together in one centralized location. This site specializes in helping students and young professionals find the right internship to kick start their career.

**Indeed.com** posts millions of jobs and internships from thousands of company web sites, job boards and newspapers. One search. All jobs. Indeed.

**Going Global** contains a database of global job and internship opportunities and has an H1B Visa database, which is particularly useful for international student. It also provides useful information such as country career guides and an employer directory. Access Going Global through your Handshake account.

LinkedIn’s mission is to connect the world’s professionals to make them more productive and successful. When you join LinkedIn, you get access to people, jobs, news, updates, and insights that help you be great at what you do. **LinkedIn for Students** is an entire section of the site dedicated to helping students get the most out of LinkedIn.

**VolunteerYourTime.org** contains hundreds of volunteer opportunities for students looking to give back and get involved in the Greater Madison community and is offered through a partnership of the United Way of Dane County, Morgridge Center for Public Service, Madison Area Technical College and Edgewood College. Get Involved, Make a Difference.

**Idealist.org** is all about connecting idealists - people who want to do good - with opportunities for action and collaboration. With more than 100,000 organizations, Idealist helps people move from intention to action all over the world. Students can research various organizations and find volunteer, internship, and job opportunities through the site.
YOUR GUIDE TO CREATING A TAILORED APPLICATION PACKAGE

Once you have found a position of interest, you will need to create an application package to market your skills and experiences as they relate to that position. When designing your materials, it is crucial to demonstrate how your background, knowledge, and skills make you an ideal candidate. Therefore, you should update your materials any time you apply for a new position. Putting it simply, a successful job application emphasizes the connection between what you have to offer and what the employer is looking for. Below is a sample position description, followed by an outline that highlights the different parts of both a resume and cover letter, along with a sample application package tailored to this specific position.

SAMPLE POSITION DESCRIPTION

NOTE: Highlighted text indicates which elements of the position description the candidate plans to highlight in their application materials.

Job Title: After School Intern
Organization: Madison School & Community Recreation
Location: Madison, WI
Industry: Nonprofit

Internship Duties:
- Assist with the planning and implementation of programming at MSCR Meadowood Neighborhood Center and Orchard Ridge Community Learning Center (CLC).
- Assist with afternoon middle school programming (Meadowood Center) and/or elementary CLC (Orchard Ridge Elementary). Duties may consist of working with youth, activity planning, working with other staff members to plan, behavior management, etc.
- Assist with planning and development of senior enrichment programs (as needed).
- Assist with center operations (may include front desk coverage, building supervision, food pantry, etc.).
- Participate in center meetings both internal and external with community organizations.
- Research and assist with potential grants that Meadowood may pursue.

Related Exposure:
- Meetings and visitation/interviews with Sports, Aquatics, Senior Programming, Fitness Programming, Recreation Inclusion/Adaptive Recreation and other programs
- Attendance at one MSCR Advisory Board & Friends of MSCR meeting
- Attendance at Madison Metropolitan School District Board meeting
- Staff and Committee meetings as scheduled

Work Schedule:
Work hours to be determined with Center Director. Internship will be for 20 hours/week. Work between 8am-6pm range, with occasional evenings and/or weekends. Internship will be approximately 8-9 weeks.

Compensation:
$62.50/week (for part-time internship stipend). Additional paid hours as available.

Contact Person:
Sharon Neylon, Outreach Manager, e-mail: sneylon@madison.k12.wi.us; Ph: 608.204.3036/Fax: 608.204.0557
COVER LETTER GUIDELINES

Name
Local Address
Phone Number • Email Address
Portfolio Link and/or LinkedIn Profile

Date

Contact’s Name (if known)
Contact’s Title (if known)
Organization
Address
City, State Zip

Dear Mr. / Ms. ________________, OR Dear Hiring Manager or Search Committee, (if name unknown)

OPENING Paragraph
• Clearly state the exact position you are applying for using the same title listed in the job description
• Include how you learned about the position and/or company (“Name drop” if someone referred you)
• Capture the reader’s attention by displaying the knowledge you have gained from your research about the
  organization and its mission
• Briefly describe & connect why you are interested in working for the organization and doing this type of work –
  remember to focus on what you can do for them, not what they/this position can do for you
• End the paragraph by summarizing why you feel you are qualified before leading into the body paragraph(s)

BODY Paragraph(s) – Typically 1-2 paragraphs
• Clearly state your educational background including: University name – Degree – Major – Graduation date
• Describe & connect college activities, work experience, and skills you have gained relevant to the position
• Illustrate through specific examples how you will be an asset to the organization/role
• Use key words from the job description to describe your experience, focusing directly on the desired skills and
  qualifications of the position

CLOSING Paragraph
• Express your interest in an opportunity to interview
• State that you have also enclosed your resume with additional information if you’d like
• Invite the employer to contact you by including your phone number & e-mail address
• Show appreciation by thanking the employer for their time and consideration

SALUTATION
Sincerely, (NOTE: Leave 3-4 lines blank for your signature)

Your Signature

Your Typed Name

Use the same heading as your resume.

Body paragraphs should “connect the dots” between the skills you have & those they are seeking.

Copy and paste an electronic signature or use a script font to sign your letter.
Jared Jackson  
1300 Linden Drive • Madison, WI 53706  
(608) 555-1234 • jjackson@wisc.edu • linkedin.com/in/JaredJackson  

September 15, 2017

Sharon Neylon  
Outreach Manager  
Madison School & Community Recreation  
5734 Raymond Road  
Madison, WI 53711

Dear Ms. Neylon,

I am writing to express my interest in the After School Internship with Madison School & Community Recreation (MSCR). I learned of this position through the Career & Leadership Digest email sent by the School of Human Ecology at the University of Wisconsin-Madison (UW-Madison). Having the opportunity to work with both elementary and middle school students through Meadowood Neighborhood Center and Orchard Ridge Elementary is extremely appealing to me, as I am passionate about working with both age ranges and have valuable experience with these populations that I can bring to MSCR. I am confident that my passion for youth services and my educational background in child development will allow me to thrive in this role.

I am currently a junior in the Human Development and Family Studies (HDFS) major at UW-Madison, also pursuing a certificate in Education & Educational Sciences. I plan to graduate with a Bachelor of Science in May 2019. I recently started taking courses within my major that have sparked an even greater interest to enter a field that provides services and enrichment activities for underrepresented children and teens. Several of my courses have focused on familial relationships and how various home-life circumstances can influence a child’s development and behavior long-term. I see this internship as a prime opportunity to provide students with a safe space to grow and learn and to enhance MSCR’s mission of developing students to their full potential.

Beyond the classroom, I have had several experiences that have prepared me for this internship with MSCR. For instance, as a Corp Group Leader with Project Grow and a volunteer with Safe Haven After School Program, I have planned and implemented a variety of developmentally-appropriate educational and recreational activities for elementary and middle school students. In addition, I strengthened my interpersonal communication skills by collaborating with other volunteers, staff, community members, and parents to create valuable enrichment opportunities for students. Furthermore, my role as a nanny for two children in the Madison area has allowed me to teach important life skills such as meal preparation and behavior management. Lastly, in my role as a Student Office Assistant in the School of Human Ecology, I have developed organizational and problem-solving skills that will serve me well when working internally and externally with community organizations and assisting with researching potential grants. I believe the unique combination of my educational background, volunteer and professional experiences make me an excellent fit for MSCR’s after school programs.

I would appreciate the opportunity to interview for the After School Internship and discuss with you in person how my skills and experience could benefit Madison School & Community Recreation. Please contact me at (608) 555-1234 or jjackson@wisc.edu to schedule an interview. Thank you very much for considering me for this opportunity.

Sincerely,

Jared Jackson

Jared Jackson
**COVER LETTER CHECKLIST**

Use this checklist to assess the quality of your cover letter. You will want to answer “Yes” to as many questions as possible to ensure you are submitting a high-quality application.

### Layout, Appearance, & Grammar

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your contact information listed at the top of the page in the same way it is on your resume?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you include the date you wrote the letter following your contact info?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you include the contact information of the hiring manager/company?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Is the letter addressed to the hiring contact? Or, “Dear Hiring Manager,” if unknown?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Is the letter an appropriate length (typically 3-4 paragraphs and 1 page long)?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Does the font, style, and paper quality match that of your resume?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Is the letter vertically centered on the page (i.e., balance of white space throughout)?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you use a business letter/block format (i.e., all paragraphs left-justified and not indented)?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you limit the amount of sentences that begin with “I” as a way to vary your writing?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you avoid using contractions (i.e., I’ve, didn’t, it’s, etc.) to maintain a professional tone?</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

### First Paragraph

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Does the first sentence clearly state the specific position you are applying for?</td>
<td>□</td>
<td></td>
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<tr>
<td>Did you indicate how you found out about the position?</td>
<td>□</td>
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</tr>
<tr>
<td>Did you briefly explain why you are interested in this specific organization and/or role?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you summarize why you are qualified before leading into the body paragraph(s)?</td>
<td>□</td>
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</tbody>
</table>

### Body Paragraph(s)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Is your letter tailored to the organization, demonstrating you have done your research?</td>
<td>□</td>
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</tr>
<tr>
<td>Did you describe what you can contribute to the organization (i.e., skills, experience, etc.)?</td>
<td>□</td>
<td></td>
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<tr>
<td>Does your letter focus on what you can do for the organization, not what they can do for you?</td>
<td>□</td>
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<tr>
<td>Did you use specific examples of how your skills and experience will benefit the organization?</td>
<td>□</td>
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<tr>
<td>Does the info in the letter intrigue the employer by providing more detail than your resume?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Is there a logical flow your information (i.e. separate paragraphs for education vs. experience)?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Do your statements demonstrate enthusiasm for and interest in the position?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you differentiate yourself from other candidates by highlighting your unique qualifications?</td>
<td>□</td>
<td></td>
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</tbody>
</table>

### Closing Paragraph & Salutation

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Did you reiterate your excitement for the position?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you refer to your resume as a way to gain additional knowledge about your skills?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you express your interest in the opportunity to interview?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you thank the reader for their time in considering you as an applicant?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you include your contact information for them to reach out to you if needed?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you include a closing phrase such as Sincerely, Best, etc.?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Are there blank lines below the closing phrase, allowing space for a written or typed signature?</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Did you remember to sign the letter (using an e-signature or script font)?</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>
RESUME GUIDELINES

Name
Local Address
Phone Number • Email Address
Portfolio Link and/or LinkedIn Profile

EDUCATION
• As an undergraduate student, education should be the first section listed underneath your contact information
• Omit high school information from your education section now that you are in college
• For each institution where you have received or will receive a degree, you should include the following information:
  o Institution name, along with the city and state on one line
  o Degree(s) you have or will be receiving (i.e., Bachelor of Science)
  o Major(s) (i.e., Human Development and Family Studies)
  o Certificate(s) you are pursuing, if applicable (i.e., Certificate in Education and Educational Services)
  o Graduation month and year (i.e., May 2018), on the same line as your degree
  o Cumulative and/or Major GPA, if above 3.0; include scale (i.e. 3.2/4.0)
• You may also include additional information such as relevant courses, honors received as a student (including the Dean’s List), study abroad institution(s), etc. in this section

EXPERIENCE SECTION(S)
• Tailor your headings to draw attention to relevant experience as it relates to the position you are applying for (i.e., Childcare Experience rather than Work Experience)
• Each individual experience listed should include the organization name, city and state, your position/title, and the dates you were involved (i.e., May 2015 – December 2015)
• Include 2-5 bullets per experience, clearly outlining your skills and accomplishments while in the position vs. simply listing duties you were responsible for
• Start each statement with a strong action verb that demonstrates a skill and utilize the following formula to build bullets:
  o What you did + How you did it + Why you did it + Impact it had (when applicable)
  o EXAMPLE: Coordinated monthly networking events (WHAT) by partnering with local alumni chapters (HOW) to provide an opportunity for students to develop connections within their field (WHY), which increased alumni membership by 20% (IMPACT)

ACTIVITIES
• If you are involved on campus or in the community, you may include a section that focuses on those activities (consider calling the section something like “Campus Involvement” or “Community Engagement”, etc.)
• Similar to the other Experience section(s), you should include the List these activities in the same format you used for the Experience section(s): organization name, city and state, position/title, and the date range you were involved, along with 2-5 bullets that clearly outline your skills and accomplishments

SKILLS
• The skills section is optional and should be reserved for tangible skills you can demonstrate, such as specialized software skills (beyond Microsoft Office), design or foreign language skills
• Avoid subjective phrases such as “Team Player,” “Hard Worker,” “Good Communicator,” etc. If you want to highlight those skills, build them into your bullet points and/or your cover letter

<table>
<thead>
<tr>
<th>RESUME DO’s</th>
<th>RESUME DON'Ts</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Choose a clean font between 10-12pt</td>
<td>• Don’t exceed 1 page for an undergraduate resume</td>
</tr>
<tr>
<td>• Use one consistent format, bullet type, font, size, etc.</td>
<td>• Don’t use a pre-formatted resume wizard or template</td>
</tr>
<tr>
<td>• Use present tense verbs for current positions &amp; past tense verbs for previous positions</td>
<td>• Don’t simply list your job duties – focus on skills instead</td>
</tr>
<tr>
<td>• Quantify statements with numbers, percentages, etc.</td>
<td>• Don’t use personal pronouns (i.e., I, me, my, etc.)</td>
</tr>
<tr>
<td>• Set margins between 0.5”-1” and balance white space</td>
<td>• Don’t allow spelling or grammatical errors of any kind</td>
</tr>
<tr>
<td></td>
<td>• Don’t include info like birth date, marital status, etc.</td>
</tr>
</tbody>
</table>
SAMPLE HDFS RESUME

Jared Jackson
1300 Linden Drive • Madison, WI 53706
(608) 555-1234 • jjackson@wisc.edu • linkedin.com/in/JaredJackson

EDUCATION
University of Wisconsin – Madison
Bachelor of Science – Human Development and Family Studies
Certificate – Education and Educational Services
Cumulative GPA: 3.32/4.0; Major GPA: 3.9/4.0

YOUTH ENGAGEMENT EXPERIENCE

Project Grow
Corp Group Leader
Madison, WI
September 2016 – Present
• Maintain 4 hours class assistant time per week with over 25 fifth graders
• Collaborate with supervisor and classroom instructors to plan and implement classroom activities to engage students
• Teach partner child to read by planning and implementing weekly reading activities
• Participate in weekly trainings and meetings to ensure Project Grow members are informed of changes and policy updates

Safe Haven After School Program
Volunteer
Madison, WI
January 2016 – May 2016
• Developed positive relationships and provided homework assistance to 3rd grade students from low socio-economic backgrounds through one-on-one and small group interactions
• Taught conflict resolution and effective communication skills to 15 students through demonstrations and interactive activities

Private Family
Nanny
Madison, WI
Summers 2014 and 2015
• Supervised 2 school-aged children and created a developmentally appropriate reading program that significantly increased the children’s reading and literacy skills during summer break
• Taught and facilitated social, emotional, and behavioral skills that increased positive interactions between siblings
• Encouraged independence and self-reliance through meal making, household chores (such as cleaning up after oneself), and self-regulation of activities

CAMPUS INVOLVEMENT AND RESEARCH

Students for Families & Children
Student Member
Madison, WI
September 2015 – Present
• Engage in numerous volunteer opportunities throughout the semester to support and enrich families and children
• Network with classmates, faculty, employers, alumni and community members to deepen knowledge of career paths

University of Wisconsin-Madison Preschool Laboratory
Research Assistant
Madison, WI
June 2016 – August 2016
• Observed and monitored emotional reactions of preschool aged children playing in a clinical setting
• Collaborated with other research assistants to input, synthesize, and analyze data to interpret outcomes

ADDITIONAL WORK EXPERIENCE

UW-Madison School of Human Ecology Student Academic Affairs Office
Peer Advisor/Student Office Assistant
Madison, WI
January 2017 – Present
• Provide front desk assistance for academic and career advising office by scheduling appointments, responding to student inquiries, and tracking attendance for drop-in advising
• Present student perspective on time management skills, course selection, use of online course registration tools, and tips for student success at group advising sessions and new student orientations
RESUME CHECKLIST

Use this checklist to assess the quality of your resume. You will want to answer “Yes” to as many questions as possible to ensure you are submitting a high-quality application.

Layout, Appearance, & Grammar
- Is your name at the top bolded and larger than the rest of your text? □ Yes □ No
- Is your contact info included (address, phone number, email, portfolio/LinkedIn)? □ Yes □ No
- Is your resume an appropriate length (1 page for undergraduates; 2 pages for graduates)? □ Yes □ No
- Are the margins acceptable and consistent throughout (0.5” – 1”)? □ Yes □ No
- Is there an even balance of white space on the top, bottom, and sides of the page? □ Yes □ No
- Is the resume visually appealing? Is it easy to scan and evenly spaced? □ Yes □ No
- Is the resume in a legible font (Sans Serif recommended), set to 10-12pt size? □ Yes □ No
- Is the formatting consistent throughout (i.e., use of bold, bullet type, heading styles, etc.)? □ Yes □ No
- Are the correct verb tenses used (i.e., present tense for current jobs, past tense for past jobs)? □ Yes □ No
- Did you avoid using first-person language (i.e., I, me, my, etc.)? □ Yes □ No
- Is your resume free from spelling and grammatical errors? □ Yes □ No

Education Section
- Is the institution name written correctly (i.e., University of Wisconsin – Madison)? □ Yes □ No
- Is your major included and listed correctly? □ Yes □ No
- Did you list any certificates you are pursuing correctly (if applicable)? □ Yes □ No
- Is your study abroad institution included (if applicable)? □ Yes □ No
- Is your GPA listed if above a 3.0? Is it two decimals or less and out of a 4.0 scale (i.e., 3.21/4.0)? □ Yes □ No

Experience Section(s)
- Are you utilizing appropriate headings (i.e., Education, Experience, Activities, Skills, etc.)? □ Yes □ No
- Is at least one heading tailored to your industry (i.e., Childcare Experience)? □ Yes □ No
- Did you list your experiences in reverse chronological order (most recent first) in each section? □ Yes □ No
- Does each experience contain the organization name, location, position title, dates, & bullets? □ Yes □ No
- Are there 2-5 bulleted statements per experience? □ Yes □ No
- Do all statements demonstrate skills and accomplishments rather than routine tasks/duties? □ Yes □ No
- Do your bullet statements start with strong skill/action verbs and market results of those skills? □ Yes □ No
- Did you quantify results (i.e., use numbers) whenever possible? □ Yes □ No
- Did you highlight the most relevant experience as it relates to the position you are applying for? □ Yes □ No

Additional Things to Consider
- Have you had your resume reviewed by others, including a career advisor? □ Yes □ No
- Do you revisit and update your resume even when you are not searching for a position? □ Yes □ No
- Are there gaps in your experience sections that you can address by gaining more experience? □ Yes □ No
- Have you saved your document as a PDF file to send out? □ Yes □ No
- Did you refrain from using a resume wizard or template? □ Yes □ No
Your header should look the same here as it does on both your resume and cover letter.

REFERENCES PAGE OUTLINE

Name
Local Address
Phone Number • Email Address
Portfolio Link and/or LinkedIn Profile

REFERENCES

First and Last Name
Position Title
Company/Organization Name
Relationship to You (if not obvious)
Phone Number
Email Address

First and Last Name
Position Title
Company/Organization Name
Relationship to You (if not obvious)
Phone Number
Email Address

First and Last Name
Position Title
Company/Organization Name
Relationship to You (if not obvious)
Phone Number
Email Address

List 3 professional references on your references page. These can be past or present supervisors, professors, student org. advisors, etc.

Include all of these elements for each reference you list.
Jared Jackson
1300 Linden Drive • Madison, WI 53706
(608) 555-1234 • jjackson@wisc.edu • linkedin.com/in/JaredJackson

REFERENCES

Corey Carver
Corp Group Coordinator
Project Grow
Current Supervisor
(608) 222-1234
carver@projectgrow.org

Sally Smothers
Volunteer Coordinator
Safe Haven After School Program
Volunteer Supervisor
(608) 255-9876
Sally.smothers@safehaven.org

John Johnson
Father
Private Family
Nanny Position Supervisor
(608) 333-4567
johnson@gmail.com
YOUR GUIDE TO A SUCCESSFUL INTERVIEW

If your tailored application package successfully lands you an interview, you’ll need to be ready to market yourself effectively in person. This step-by-step guide will help you prepare for all aspects of the interview process – before, during, and after.

Main Objectives
As an interviewee, you have a few major objectives to accomplish during the interview process:

- Demonstrate that you have done your research on the organization and the position you are interviewing for
- Reinforce your skills and prove you are qualified by talking about your experiences as they relate to the position
- Persuade the interviewer(s) that you can help solve their problems and meet the organization’s needs
- Ask thoughtful questions to determine if the position and organization are a good fit for you personally

Before the Interview
Anything on your resume is fair game to be asked about in an interview, so be sure you know how to articulate answers related to each experience you have listed. Be prepared to give specific examples and tell detailed stories about each of your qualifications and accomplishments. Have several examples ready and be able to draw from many diverse experiences to demonstrate how your education and background match the skills needed to be successful in the position.

Research the Organization and Position
Doing your research is a critical step in the interview process. By researching the organization, you will have a better understanding of their mission, vision and goals, how the organization is performing, what it prides itself on, and how your experiences align with the role. Read through the “About Us” or “Who We Are” section on the organization’s web site and the most recent annual report if possible. By knowing what the organization values and what the position requires, you can tailor your responses to any questions asked accordingly. Your research may also help you develop a list of questions to ask at the end of the interview.

Practice
You may think you know everything you need to know about yourself and what is on your resume, but have you ever said any of those things out loud? It is very important to prepare answers to common interview questions in advance and to practice how you deliver your responses. Review the Interview Prep Worksheet on the next page, schedule a mock interview with your career advisor, sit down with a friend to practice, or write out sample responses to questions - whatever it takes for you to feel more prepared. Never underestimate the importance of practicing before the actual interview.

Choose an Outfit
Dressing appropriately and conservatively for an interview is critical since your appearance will be the first impression the interviewer has of you. It’s important to wear business professional attire and to keep makeup, accessories, and fragrance to a minimum. Below are some examples of appropriate interview attire.

Additional Tips
- Know where you are going – have the company address and room number on hand
- Allow yourself plenty of travel time and plan to arrive at least 5-10 minutes early
- Save the organization and/or interviewer’s phone number just in case you are running late
- Write down the name(s) and title(s) of your interviewer(s)
- Bring a padfolio and pen, extra copies of your resume and reference page, and a list of questions to ask the interviewer, but leave the coffee, water bottle, and cell phone in your car
Common Interview Questions

Regardless of the position, you can typically expect certain questions to be asked. Below is a list of some commonly asked interview questions and a bit of information about what the employer is looking for in a response.

1. **Tell us a little bit about yourself.** (This question is really asking, “Tell us about yourself in relation to this position.” Briefly touch on your education, experience, and interest in the position.)

2. **Why are you interested in this position?** (You should be expecting this question and it serves as a chance to demonstrate the research you have done on the position and organization.)

3. **Why did you select your major/how has your major prepared you for this role?** (Having a solid understanding of your major and what you’ve learned as a result of your education can help demonstrate your ability to translate your classroom learning into real-world experiences.)

4. **What are your strengths and weaknesses?** (Focus on strengths as they relate to this role and give examples where you have demonstrated your strengths. In talking about your weaknesses, do not focus on anything that would negatively impact your ability to do this particular job. Also be sure to explain how you have identified ways to work on those weaknesses and give examples of how you have improved in that area.)

5. **Give me an example of a time when…** (Any question beginning with this phrase is asking for a specific example of a time when you’ve encountered this – answer by addressing the following things: what was the situation, tasks that needed to be completed, what action(s) did you take, and what was the end result? The thought process is that past behavior is the best predictor of future behavior. Below are a couple of examples.)
   a. Tell me about a time when you had to use your analytical skills to solve a problem.
   b. Give me an example of a time when you have demonstrated leadership.
   c. Tell us about a time when you disagreed with a coworker? What happened? How did you resolve the issue?

6. **Tell us about one of your greatest accomplishments.** (This is an opportunity to showcase a significant project or task that might prove you have the skills needed to be successful in this role. Be specific about what you achieved and how.)

7. **Why do/did you want to leave your current/last job?** (The employer is looking for reasons that show a desire to do better or for someone just out of college to give an idea of career goals.)

8. **Where do you see yourself in 5 years?** (This is in reference to your professional/career goals. Employers often want to hear that you see a future with their organization.)

9. **What do/did you like best about your current/last job?** (This gives employer an idea of the types of job duties you enjoy doing.)

10. **What has been the most interesting job or project you have had in your working career so far?** (They are likely more interested in the reasons than the answer, which may give the employer an idea of what you want from a job.)

11. **How would your former co-workers describe you?** (This gives the employer an idea of how you would like to be perceived.)

12. **What is your ideal supervisory style?** (This gives the employer an idea of the type of supervisor you work well with.)

13. **Why should we hire you?** (This question is similar to the ‘strengths’ question – focus on the unique skills and experiences you bring to the table that set you apart from other candidates. What can you do for them that other candidates cannot do? Be confident in your response!)

14. **Do you have questions for us?** (You should! This shows us that you are prepared for the interview.)
STAR Method for Answering Behavior-Based Interview Questions

Behavioral interviewing is a technique employed by interviewers to evaluate your past behavior in order to predict your future behavior in a particular situation. Answering behavioral questions is not an easy task, but proper preparation will assist you in answering them successfully.

Utilizing the S.T.A.R. method will help you construct an organized, specific, thoughtful, and concise answer. Be sure to remember the result! Many people leave this part out, and the end result is often what employers are most interested in hearing more about.

**STAR Method**

During the interview, your responses need to be specific and detailed. Tell them about a *specific* situation that relates to the question, not a general one. Briefly describe the situation, what you did specifically, and the positive outcome or result (aka: what did you learn). Your answer should contain these four parts: Situation, Task, Action, and Result.

**Situation**

Think of a situation you were involved in that had a positive outcome and relates to the question asked. You can use examples from classes, an internship, a volunteer experience, your part-time job, etc.

**Task**

Describe the tasks involved in the situation. Think about the goal you were working toward. What specifically were you trying to accomplish?

**Action**

What did you specifically do to make an impact? What was your role in the process? Even if the question relates to a team-oriented project, the employer is most interested in learning more about what you did to help the team succeed.

**Result**

Describe what happened as a result of your actions. What did you learn from this experience? A positive end result is what they are really looking to hear in your response, so spend some time talking about the how the situation turned out.

**Example**

**QUESTION:** Tell me about a time when something didn’t go as planned. How did you handle it and what was the result?

**Situation:** During my volunteer experience at Boys and Girls Club of Dane County, I was the lead volunteer in charge of the “Bike for Boys & Girls Club” event.

**Task:** In this role, I was responsible for recruiting and organizing volunteers for the event and coordinating the overall logistics of the day’s event.

**Action:** I collaborated with my supervisor to understand the various components of the event, like how many volunteers would be needed for each station, and what each of their roles should be. I charted out a plan and began to recruit and assign volunteers. Each volunteer was given more detail about their role for the event and told when to arrive that morning. On the day of the event, two of the scheduled volunteers failed to show up. Therefore, it was my responsibility to evaluate the current list of volunteers and reassign roles as necessary. I determined which stations could get by with fewer workers and then moved volunteers accordingly. Doing this required clear communication with every volunteer as it was important for them to feel confident in their role.

**Result:** By explaining our needs and each of the different roles to the volunteers who were reassigned, they all felt confident to assist with the day’s event. Even though we were short two volunteers, the event ran very smoothly and the community members who participated never even realized we weren’t fully staffed. It was a great success!
INTERVIEW PREP WORKSHEET

ORGANIZATION: _______________________________  POSITION: _______________________________

List important information and facts you found out about the organization, their mission, and the people interviewing you in doing your research to prepare for the interview:

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

TOP 5 SKILLS – Identify the 5 most relevant skills you want the interviewer to know you have as they relate to the position you are interviewing for:

1. 
2. 
3. 
4. 
5. 

Experiences/Stories – How have you demonstrated those skills in the past? What stories can you tell to prove you have them? List one example per skill:

1. 
2. 
3. 
4. 
5. 

Practice using the STAR Method – Use one of the skills and experiences you listed to the left to tell a story using STAR (Situation, Task, Action, and Result). Be sure the story is relevant to the position you are interviewing for.

S
T
A
R

List 3-5 questions to ask your interviewer(s) that demonstrate your interest in the position and organization:

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
THE INTERVIEW ITSELF

The interview process can take on many different forms. You may have a phone or Skype interview to start, or you may advance straight to an in-person interview. Either form can involve one or multiple interviewers. It is not uncommon to go through a series of interviews as employers search for the right person for the job. In general, preparation for phone, Skype, and in-person interviews will be the same. Below is a general overview with interviewing tips to help you prepare.

**Phone and/or Video Interview**

A phone or video interview is generally the first type of interview you will encounter as a potential job candidate. This type of interview is typically designed as a screening interview to allow the organization to narrow down candidates they would like to meet in person. They are also used as a way to minimize the expenses involved in interviewing out-of-town candidates.

Prepare for a phone or video interview just as you would for an in-person interview. Compile a list of your strengths and weaknesses, develop answers to common interview questions, and practice. In addition, have a list of questions ready to ask the interviewer(s). Review the job description, do your research on the company, and be ready to discuss your background and skills during this conversation. You may consider having a copy of your resume and the organization’s website pulled up in front of you, if possible, however, do not rely on materials in front of you because you want to remain as natural as possible. Practicing for a phone or video interview with a friend or family member may help you to feel more comfortable and prepared for the actual interview. Get feedback on your tone, enthusiasm, clarity, and nonverbal cues. And be sure to conduct the actual interview in a space with minimal visual or noise distractions so you can give the interviewer(s) your undivided attention.

**Individual One-on-One In-Person Interview**

If you make it past the initial screening interview, typically the next step is to engage in one or more in-person interviews. In an individual in-person interview, you will interview with one person who will ask you a series of questions about you and your experiences to help determine your fit within the organization. Come prepared with several STAR examples about your experience in addition to questions to ask your interviewer. If you are scheduled for multiple interviews with different individuals, you may be asked some questions more than once.

**Group In-Person Interview – Multiple Interviewers**

When going in for an interview, you may be interviewed by multiple people or a panel at one time. These types of interviews can be treated very much like an individual in-person interview. Maintain good eye contact with all of the people in the room when answering questions. However, you may choose to direct your questions at the end of the interview to specific individuals based on what they said throughout the interview, or you could ask more general questions that any or all can answer.

**Group In-Person Interview – Multiple Interviewees**

You may also be invited to participate in an in-person interview where multiple candidates are interviewing at once. These interviews are generally designed to see how well you work with other individuals and to evaluate your communication and leadership style. Often times, you may be asked to solve a problem together as a team and/or present a solution to the interviewers. Be courteous, speak up when appropriate, include other interviewees, and do your best to stand out.

**Additional Tips**

- Greet your interviewer(s) with a firm handshake and a smile
- Maintain good eye contact and posture throughout the interview
- Be yourself and show enthusiasm for the position
- Be mindful of your nonverbal communication and avoid filler words (i.e., “like,” “um,” “you know,” etc.)
- Ask for clarification on a question or take a moment to formulate your thoughts if needed. It is better to make sure you understand the question and come up with a thoughtful response than to not answer the question posed to you.
- Give detailed responses to questions, but don’t ramble on once you have provided an answer
- Always remain positive....Some questions may get at “negative” topics, but don’t ever badmouth a former employer!
- Avoid topics about salary and benefits in the interview – these can be addressed once an offer is made
- Thank the interviewer(s) for their time, shake hands on the way out and ask for a business card to follow up
AFTER THE INTERVIEW

Immediate Follow-Up
Promptly send an email or handwritten thank you note to each interviewer you met with during the interview process. Briefly reiterate your interest in the position and organization, as well as your qualifications. Also include something personal from the interview to refresh their memory about what was discussed (i.e., having graduated from the same college or university as the interviewer). Making it personal goes a long way in helping you remain a top candidate. See below for a sample follow-up email.

Additional Follow-Up
Sometimes the hiring process can take longer than expected, so it is acceptable to follow up if you were given a timeline for when a decision should be made and that timeline has passed. Simply contact the employer, express your continued interest in the position, and inquire about the status of the search. Do not ask if the job is yours or contact the employer before a decision was supposed to have been made. Be patient, as these things can take some time. The internal hiring process can vary greatly depending on the organization. Regardless of how long the process takes, the employer should eventually contact you with a hiring decision.

SAMPLE THANK YOU EMAIL

Dear Ms. Neylon,

Thank you for taking the time to interview me this morning for the MSCR After School Internship. I am very passionate about working with youth, and I admire MSCR for being an organization that provides significant opportunities for students to grow and develop. In addition, having the opportunity to hear from you about why you love working for MSCR was incredibly inspiring. I especially enjoyed learning about how you have been able to move into different roles within the organization to determine the best fit for yourself.

As a junior in the Human Development and Family Studies major at the University of Wisconsin-Madison and a volunteer with two local programs aimed at assisting students and enriching their lives, I am confident that my education and experience will allow me to grow and excel in this position. I am even more excited to join your team now that we have had a chance to discuss the role in greater detail.

Thank you for sharing your story with me – how exciting to know that we are both Badgers! I hope to continue the conversation about this position and look forward to hearing back from you soon. Please let me know if you need any additional information as you make your hiring decisions.

Sincerely,

Jared Jackson
SoHE Student Academic Affairs 
& Career Development Office

HOURS OF OPERATION:
Monday – Friday
9:00am – 4:00pm

LOCATION:
1194 Nancy Nicholas Hall
Fetzer Center for Student Excellence

APPOINTMENT SCHEDULING:
Schedule 30-minute career advising appointments through the MyUW Scheduling Assistant or via the contact information below

CONTACT:
advising@sohe.wisc.edu
608-262-2608