

Quick tips to get the job

5 tips (and a checklist) to help you get ready and interview for, and get the job!



Create or update your resume

Your resume should provide an overview of your work and volunteer experience, hard skills (such as software you can use) and soft skills (such as creativity or leadership), education, and accomplishments.



Create or update your references

Your list of references should include 3-4 people who you have a good relationship with and can speak to your character, experience, and skills. Current or former teachers, coaches, mentors, former employers, or coworkers can make great references (but don't forget to ask them first).



Plan ahead

Before your interview:



Research the company to better understand what they do and the position you are applying for. Think through how you can use your skills and experience in the job.



Practice how you would answer potential interview questions in front of a mirror or with a friend. You can find sample questions online – start with the questions at bit.ly/19-interview-questions



Plan out how you will get to the interview. Where will you park or get dropped off, how long will it take, and where do you need to enter?



Dress for the job

When you interview, dress appropriately for the type of job and the company you're applying to. If you aren't sure, wear business casual – which is usually midi or maxi skirts, khaki or dress pants, polos, blouses, cardigans, blazers, and closed-toe shoes.



Be professional

During your interview, be professional, polite, and respectful. After your interview, about 24-48 hours later, follow up with an email to express your appreciation for being considered for the job, and why you would be great for the job you interviewed for.

