

# TIPS FOR ANSWERING COMMON INTERVIEW QUESTIONS:

- *Tell me about yourself*
  - *scholarships: make a numbered list of things they should know (keeps you organized and prevents rambling)*
    - *3 points is usually a good number*
  - *Job Interview: Use the Present, Past, and Future Method*
- *Why do you want to work here?*
  - *do your research beforehand!*
  - *make it known that you researched*
  - *you see a future with them*
  - *you are appealed to their company culture/atmosphere*
- *Why should we select you for this scholarship/position?*
  - *highlight the strengths you have that make you unique*
  - *give specific 2-3 examples of how you have already used these strengths to make you stand out*
- *What is your greatest strength?*
  - *pick something that you can back up! Have 1-3 examples of you excelling through that strength*
  - *soft skills are important*
- *What is your greatest weakness?*
  - *DO NOT give a quality that cannot be fixed*
  - *show steps you are taking to improve*
- *What is your biggest achievement?*
  - *stay humble*
  - *pick something with depth*
  - *remember: the achievement isn't the focus - it's what you learned through that experience*
- *What is your biggest mistake?*
  - *pick a mistake where you grew as a result*
  - *focus on how it changed your behavior*

# THE 10 COMMANDMENTS OF EMAIL ETIQUETTE:

1. *Thou shalt begin with a salutation and end with thy name.*
2. *Thou shalt write in complete sentences.*
3. *Thou shalt be clear in thy message and provide necessary details.*
4. *Thou shalt not be rude or demanding.*
5. *Thou shalt not use text speak.*
6. *Thou shalt punctuate correctly.*
7. *Thou shalt not type the message of thy email in the subject line.*
8. *Thou shalt use the correct reply, reply all, and forward buttons.*
9. *Thou shalt thank thy audience for taking the time to respond and help thee.*
10. *Thou shalt check thyself before thou wreck thyself (that is, proofread).*

*\*Note: These commandments mostly apply to the first email you send to another person. After the first exchange of emails, the follow-up emails may get increasingly shorter and less formal. That is normal.*

## TIPS TO ACE YOUR INTERVIEW

1. *Master your P's of Public Speaking*
2. *Know how to answer the basic interview questions*
3. *Have all required materials ready to go when you walk in the door*
  - a. *make sure to have your handshake hand free*
4. *Get a good night of rest/*
5. *Give yourself plenty of time to get ready.*
6. *Leave earlier than you need to. Sit in the parking lot and get yourself hyped up.*
7. *Send a thank you email!*

## ACTIVE VERBS TO BUILD YOUR RESUME

<b>You led a team/club/project</b>	<b>You achieved something</b>	<b>You supported Customers/Teamantes</b>	<b>You improved something</b>
1. <i>Chaired</i>	1. <i>Attained</i>	1. <i>Advised</i>	1. <i>Clarified</i>
2. <i>Coordinated</i>	2. <i>Awarded</i>	2. <i>Advocated</i>	2. <i>Converted</i>
3. <i>Executed</i>	3. <i>Completed</i>	3. <i>Coached</i>	3. <i>Customized</i>
4. <i>Headed</i>	4. <i>Demonstrated</i>	4. <i>Consulted</i>	4. <i>Influenced</i>
5. <i>Operated</i>	5. <i>Earned</i>	5. <i>Educated</i>	5. <i>Integrated</i>
6. <i>Orchestrated</i>	6. <i>Exceeded</i>	6. <i>Fielded</i>	6. <i>Modified</i>
7. <i>Organized</i>	7. <i>Reached</i>	7. <i>Informed</i>	7. <i>Overhauled</i>
8. <i>Oversaw</i>	8. <i>Showcased</i>	8. <i>Resolved</i>	8. <i>Redesigned</i>
9. <i>Planned</i>	9. <i>Surpassed</i>		9. <i>Refined</i>
10. <i>Produced</i>			10. <i>Refocused</i>
			11. <i>Remodeled</i>