

Final Step: The Interview

Dress for Success

Women:

- ⇒ Simple Blouse
- ⇒ Pants or long skirt
- ⇒ Comfortable shoes
- ⇒ Hair needs to be clean, brushed, and away from your face
- ⇒ Minimize accessories



Men:

- ⇒ Button up shirt
- ⇒ Wear a tie
- ⇒ Khakis or Black pants
- ⇒ Dark shoes
- ⇒ Belt



Practice: Have Someone Interview You

Example Questions:

- ⇒ What is your biggest academic achievement?
- ⇒ What extracurricular activities do you take part in?
- ⇒ What large obstacles have you overcome, and how?
- ⇒ What are some awards that you have won?
- ⇒ What are your professional goals following graduation?
- ⇒ How do you see yourself using your degree?

Other Tips

- ⇒ Be On Time
- ⇒ Have a firm handshake
- ⇒ Be calm and confident
- ⇒ Ask questions during and after the interview process



Scholarship Tips 101

How to put your scholarship application on top and win

\$ FREE MONEY! \$

- * Start looking for scholarships NOW!
- * Apply for ALL scholarships you are eligible for!
- * Go to your school's guidance office for scholarships!
- * Do NOT miss deadlines!
- * Have someone proof read your application!
- * No Spelling or Grammar mistakes!
- * Ask for letters of recommendation early!





Power Verbs



Below are a list of “power verbs” that might apply to the lifeskills that you have developed in your 4-H project. NOTE: These power verbs are good to use when writing a scholarship application/job resume because they are **action** verbs. As you write your various examples, be sure to use a variety of verbs versus the same verb over and over.

Achieved	Devised	Logged	Reported
Adapted	Diagnosed	Maintained	Represented
Administered	Directed	Managed	Researched
Advised	Discovered	Marketed	Resolved
Analyzed	Distributed	Maximized	Restored
Arranged	Enhanced	Modified	Reviewed
Assembled	Established	Motivated	Revised
Assessed	Evaluated	Navigated	Revitalized
Budgeted	Examined	Negotiated	Secured
Built	Executed	Obtained	Selected
Calculated	Expanded	Operated	Served
Coached	Expedited	Optimized	Showed
Collected	Facilitated	Organized	Simplified
Communicated	Formed	Originated	Solved
Compiled	Formulated	Performed	Started
Completed	Generated	Planned	Streamlined
Composed	Guided	Prepared	Strengthened
Computed	Handled	Presented	Summarized
Concluded	Identified	Processed	Supervised
Condensed	Illustrated	Produced	Supplied
Conducted	Implemented	Promoted	Taught
Convinced	Improved	Proposed	Tested
Coordinated	Increased	Provided	Trained
Corrected	Initiated	Put together	Transferred
Created	Innovated	Realized	Updated
Critiqued	Installed	Received	Upgraded
Decided	Instituted	Recommended	Utilized
Delegated	Instructed	Recorded	Verified
Delivered	Integrated	Recruited	Was responsible for
Demonstrated	Introduced	Reduced	Wrote
Designed	Invented	Repaired	
Determined	Launched	Replaced	
Developed			

Creating “WOW” Statements About Your Skills

For each of your examples, you should include: Topic, Background Information, Action Statement and Results. The results are the most important part of the example. Yet, many people forget this part of their examples. Which of the following examples say “WOW”?

Volunteer Example:



- Participated in Junior Leader Service projects.
- Participated in Junior Leader Service projects: Toy Store, collected 87 storybooks for WIC Christmas Party and collected 5000 Valentines with Extension Homemakers.
- Coached parents in selecting gifts for their children at the annual “Toy Store” for needy families. Every year, Junior Leaders join efforts with the area churches and other civic groups to help approximately 125 needy families.

Leadership Example:



- President of National Honors Society.
- President of National Honors Society with 50 members.
- Initiated a can food drive for the rescue mission. National Honors Society members collected over 1,000 cans to help families in need.

Time Management Example:



- Coordinated my events
- Coordinated my schedule for school academics and my school athletic activities.
- Coordinated my schedule for school, volunteer work, athletic activities, and homework while maintaining an A-B average in school.

Work Example:



- Repaired car parts
- Repaired car parts at City Tire
- Repaired car parts at City Tire for 500 customers, which involved changing oil, rotating tires, and repairing a transmission.

For all scenarios example C sounds much more impressive because results were given.