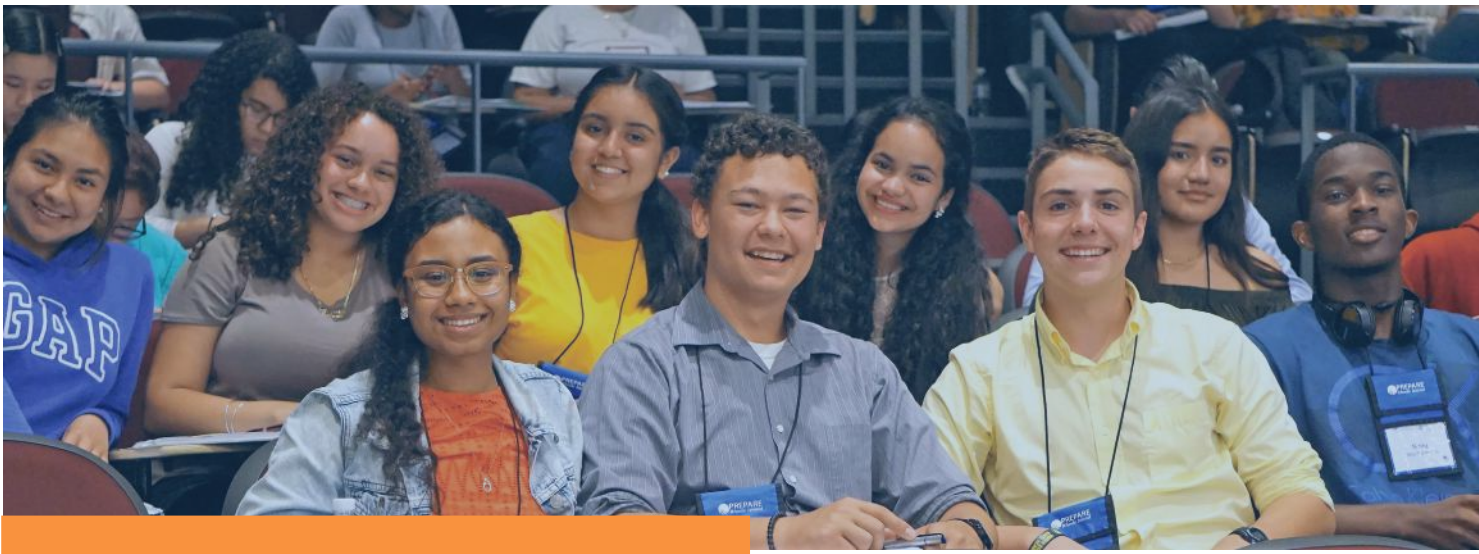




PrepareRI

Internship Program



2019
Career Enhancement
Resource Packet



BEFORE YOUR INTERVIEW

- 1 Dress professionally & make sure you are well-groomed
- 2 Review your resume & experience relevant to the position
- 3 Be prepared and know where everything is located
- 4 Practice your answers & focus on hitting the main points
- 5 Bring several copies of your resume as well as any other materials you may need
- 6 Be on time. Allow for extra travel time in case you get lost or stuck in traffic

DURING YOUR INTERVIEW

- 1 Make a good first impression with a nice, firm handshake
- 2 Be friendly, polite, and remember to smile
- 3 Display confidence through proper body language - don't slouch or look down when speaking
- 4 Be honest with the employer when answering questions
- 5 Ask for some time to think if you need to formulate your responses
- 6 Be mindful about using slang: use proper language

AFTER YOUR INTERVIEW

- 1 Thank the interviewer for his or her time
- 2 Give the interviewer samples of your work if you have copies
- 3 Provide a good final impression with a nice, firm handshake
- 4 Follow-up with a thank you email, letter or phone call
- 5 Prepare for your follow-up interview, if applicable

TOP INTERVIEW QUESTIONS ASKED BY EMPLOYERS

Tell me something about yourself.

What do you know about this position?

What do you know about our company?

Have you held a job before?

What are your strengths & weaknesses?

Where do you see yourself in five years?

Give us an example of when you were responsible for a project?

Why should we select you for this position?



QUESTIONS YOU SHOULD ASK



What are some of the responsibilities of this internship position?



What are the prospects for growth and advancement in this industry?



What does a typical work week look like?



What can I do during my internship to contribute to this company?



Are there any other questions that I can answer for you?



VERBAL AND NON-VERBAL COMMUNICATION

- 1** Language/communication varies by context. What might be acceptable and expected in one setting may not be appropriate in another
- 2** Understand that how you communicate with your friends may not be how you communicate with an employer
- 3** Be mindful of verbal language (what you say and how you say it, i.e., tone of voice)
- 4** Be mindful of non-verbal language (facial expressions, behavior, body language, ect)
- 5** Do shake hands when meeting with professionals, rather than offering a high-five or a hug

EMAIL COMMUNICATION

- 1** Use proper email etiquette when communicating with employers
- 2** Avoid using inappropriate email addresses such as hotfoxychick@xyz.net. Use emails with a combination of your first and last name
- 3** Include a subject line that helps the reader know what your message is about
- 4** Include a greeting (Dear...) and a closing (Sincerely,)
- 5** Spell check and avoid abbreviations. You want to make sure everything is spelled correctly and can be easily understood
- 6** Avoid using ALL CAPS. All caps usually means you are screaming. No one wants to be yelled at, even in an email
- 7** Do not use jokes or sarcasm. This may not translate well in an email since the reader decides the tone
- 8** Keep the communication short and to the point
- 9** Do not use emoticons =). Emoticons are not considered professional
- 10** Reread before hitting "send". Once you hit "send," there is no turning back



DON'T WEAR TO A JOB INTERVIEW

- T-shirts
- Untucked shirts
- Sweatshirts
- Sweatpants
- Jeans
- Shorts
- Baggy clothing
- Mismatched colors
- Distracting patterns
- Bright colors
- Wrinkled clothes
- Sneakers
- Slip-ons
- Visible piercings
- Poorly groomed
- Body odor
- Hats
- Headphones



EXAMPLE



EXAMPLE

DO WEAR TO A JOB INTERVIEW

- Clean shaven
- Groomed hair
- Button-down shirt
- Polished shoes
- Ironed clothes
- Subtle accessories
- Matching colors
- Tie
- Light cologne
- Two piece suit
- Neutral colors
- Professional image
- Manicured nails
- Khakis
- Portfolio
- Blazer
- Slacks
- Sweater



DON'T WEAR TO A JOB INTERVIEW

- Distracting jewelry
- Excessive perfume
- Hats
- Open-toed shoes
- Unclean nails
- Sneakers
- Bright colors
- Heavy makeup
- Shorts
- Patterns
- Sweatshirt
- Mismatched colors
- Wrinkled clothes
- Sweatpants
- Low cut tops
- Flip flops
- Loud accessories
- Skin-tight clothing



EXAMPLE



EXAMPLE

DO WEAR TO A JOB INTERVIEW

- Blouse
- Khakis
- Portfolio
- Cardigan
- Light perfume
- Blazer
- Button-down shirt
- Sweater
- Slacks
- Statement Dress
- Neutral colors
- Matching suit
- Sensible shoes
- Light accessories
- Light makeup
- Subtle accessories
- Professional image
- Matching colors
- Manicured nails

First Name
Last Name

Address
Phone
Email

Briefly state your career objective, or summarize what makes you stand out. Use language from your field of interest description as keywords.

Skills

- List skills relevant to your school activities
- List skills relevant to your school activities
- List skills relevant to your school activities
- List skills relevant to your school activities

Experience

DATES FROM – TO

Job Title / Company, Location

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

DATES FROM – TO

Job Title / Company, Location

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

Education

MONTH YEAR

High School Name

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

Activities

Use this section to highlight your relevant passions, extra-curricular activities, and how you like to give back. It's good to include Leadership experiences here.

Student Name: _____ Phone(s) _____

Address _____ City _____ State _____ Zip _____

Student Email (only if used regularly) _____

Career Interest _____

Skills you can perform or have learned (i.e. computer, technical skills, languages)

- _____
- _____
- _____
- _____
- _____

Employment or volunteer history (listed in order)

- _____
- _____
- _____
- _____
- _____

Education (List high school and specify if you are in a career tech program)

- _____
- _____
- _____

Activities
