

JET Conference
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Zen and the Art of
Resumes & Interviews

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**The
Princeton
Review**



CEREGO
learning science



Better Scores,

Better Schools,

Better Careers

Maximize Your Potential

Learn Faster, Remember Longer!

11/03 Nikkei BP

**First, say to yourself what you would be;
then do what you have to do.**

Resumes show your *Talent*

Interviews show your *Confidence*

Resumes

Know thyself

- What type of Work?
- What are your Strengths?
- Who offers that Opportunity?
- What do you know about Them?

Resume Content Areas

- Academic Background
- Special Training
- Work Experience
- Activities, Skills, and Interests

Common Mistakes

- Too Long
- Disorganized
- Too many dates, addresses
- Poorly typed & printed
- No accomplishments
- Errors
- No Hooks

Which Format to Use

- Reverse Chronological is most common
- Objectives clue the reader into your specific goals
- Include a basic job description
- Emphasize your impact with clear, detailed accomplishments

It's all in Your Experience...

- Interpersonal Skills
- Quantitative Analysis
- Management Potential
- Proficiency with Technology
- International Experience

Educational Background

- To include GPA or Not?
- Majors and Minors
- Honors and Awards
- Extracurricular activities

Personal Stuff

- Recent, Important or BOTH
- Languages, Travel, Hobbies
- Special Qualifications
- Collect Exotic Animals

Action Verbs!

- (Responsibilities include...)
- **Analytical Skills** - evaluated, gathered, consulted, researched
- **Creative Skills** - conceived, designed, invented, originated
- **Mediating Skills** - collaborated, mentored, settled, supported
- **Sales Skills** - marketed, negotiated, solicited, resolved

Style stuff

- No Cramping the Margins
- Serif and Sans Serif Fonts
 - body NAME
- A4 vs. 8 1/2 x 11
- Body text size – 10-12 point font
- Category headings – 12-14 point font
- Name – 16-18 point font

Interviews

I am, I can, I know...

- *I am* skills – broadly reflect your talent, capabilities and general strengths

I am.....confident, dependable, practical, visionary, team-orientated

- *I can* skills – more narrowly linked to specific activities

I can.....assess needs, budget, write creatively, make plans, organize

- *I know* skills – narrowly linked to particular content area

I know....Japanese business practices, UNIX programming, how to fly jets

CBO Repertoire

- For Example -

↑ (challenge):

Improving student morale

↑ (behavior):

Implemented outdoor language-lab

⇐ (outcome):

Received highest evaluation scores

During the Interview

- It's all About First Impressions
- Manage the Interview: Selling Points!
- Expect Theme Questions
- Ask Great Questions
- End on Your Terms

Typical Types of Interviews

- Structured - classic human resources
- Unstructured - random ordering
- Conversational - discussions
- Confrontational - pressure cooker
- Sales Pitch - sells the company to you

Managing the Interview

- Be a Great Listener
- Don't Avoid Answering Questions
- Stay Positive about the Past

Questions to You

- College Experience Questions
 - Why did you choose your major?
- Questions about You
 - What's important to you in a job?
- Questions about Your Experience
 - What was the toughest job challenge you faced, and how did you deal with it?
- Questions about Your Goals
 - What do you really want out of life?
- Questions about them
 - What do you know about our company?

Questions to Them

- About the Organization
 - What problems does your organization face?
 - How do you differ from the competition?
 - What are the company's plans for the future?
- About the Job Itself?
 - What are the future plans for this department?
 - What is the typical career path for people in this department?
 - What personal qualities make someone successful in this job?

Illegal Questions to You

(Blurt out, Shut out, or Hedge out)

- Are you a U.S. citizen?
- What is your native tongue?
- What's your birth date?
- Do you plan to have a family?
- Have you had any recent illnesses?
- Have you ever been arrested?

After the Interview

- Debrief with Someone
 - what didn't you say that needs to be said?
- Position yourself on Top
 - best accomplished by a focused thank you letter
- Master the Art of Persistence
 - fine line between persistence and annoyance
- Keep the Faith

Contacting Me...

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NOTE: I am happy to give you quick feedback on your resume draft, however I am only available in March, May and June. Please start this process early!