

RESUMES, CVS, COVER LETTERS, AND INTERVIEWS

How to Apply for Jobs in English



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Resumes and CVs

Chapter

1

Effective Preparation and Resume/CV Differences

Before you write, take time to do a self-assessment on paper. Outline your skills and abilities as well as your work experience and extracurricular activities. This will make it easier to prepare a thorough resume. This chapter covers:

1. Introduction: Who needs a resume? Who needs a CV?
2. Translating your *Lebenslauf*
3. Resume and CV Content
4. Checking, Proofreading and Design

A resume and a CV are not the same. Although British English uses only “CV,” the German *Lebenslauf* translates to both words in American English. In the United States, they are different documents with different purposes and audiences. If you are sending your document to America, you will most likely want a resume, though sending the document to the UK requires a CV.

Both a resume and a CV are advertisements about you. A well-written CV or resume tells potential employers or universities that you are professional, well-educated, experienced, interesting, and hard-working. These documents will require quite a lot of time and thought, and you should plan on spending hours and days working on them.

A curriculum vita, or CV, is simply a list of every qualification you have ever earned. In addition to education and work experience, a CV lists research, honors, published papers or books, lectures given, conferences attended, teaching strengths, language skills and affiliations. It is your primary personal document in Great Britain, but in the United States, CVs are primarily used in academic fields or sciences, or when applying for fellowships or grants. The length of a CV grows as the career of its holder matures, often to a length of 4 to 6 pages.

CV

*All UK positions
Applying to universities
Academic jobs
Science jobs*

Resume

All other positions

A resume is a shorter summary of education, work experience, and skills, but also more fully documents each entry, explaining work responsibilities and applicability of your skills to a chosen job market. Employers will often only take a minute or two to scan this document, so it must be succinct and powerful. Two pages is the maximum for a resume, and many times only the most recent or most applicable jobs should be listed in your history.

Resume and CV Content

Name, Address, Telephone, Email Address

All contact information should go at the top of your resume.

1. Avoid nicknames.
2. Use a permanent address. If you are a student, use your parents' address, a friend's address, or the address you plan to use after graduation.
3. If you can be reached at a temporary address during your job search, include your current mailing address with the following text: "Current Address (Until Month Day, Year)". Replace the last three words with the pertinent information.
4. Use a permanent telephone number and include the area code and international calling code, if necessary. If you have an answering machine, record a neutral and professional-sounding greeting.
5. Always include your e-mail address and sign up for one if you do not currently own one. Choose an e-mail address that sounds professional; e.g.
Markus.Ritter@gmx.de, not
skilaeufer4221@derschnaps.de.

Objective or Summary

An objective tells potential employers the sort of work you're hoping to do.

1. Be specific about the job you want. For example: "To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills."
2. Adapt your objective to each employer you target and every job you seek.

Education

New graduates without much work experience ought to list their educational information first. Job searchers with important work experience after graduation should list their education after the work experience section.

1. List educational history chronologically, with the most recent first.
2. Include your degree (B.S., B.A., etc.), institution attended, major, minor, and/or concentration.
3. Add your grade point average (GPA) if it is 3.0 or better, or Abitur/Diplom Note with appropriate translation afterwards ("graduation test score of 1.7 on a scale of 1.0 best to 5.0 worst").
4. Mention academic honors or awards. In a resume, put these in the Education section, but in a CV, in a separate Honors section.

Translating Your *Lebenslauf*

Required

Name/Contact Info
Education
Work Experience

Can include

Objective of Search
Languages
Computer Knowledge
Other Skills
Studies/Research Abroad
Hobbies, Interests
Publications
References

Optional

Honors
Professorships
Committees, Boards
Consultations
Teaching Experience
Areas of Competence
Memberships
Public Lectures
Invitations to Conferences

Do not include

Age
Gender
Photograph
Religion
Marital status
Number of children

Include only if you need a work permit

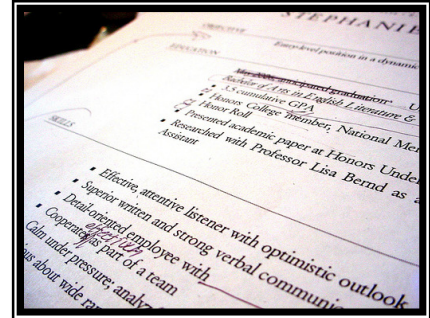
Nationality
Place of Birth

5. State only the month and year of entering or exiting an academic institution.

Work Experience

Briefly give the employer an overview of your work experience, especially that which has taught you important skills. Use action words to describe your job duties (http://www.jobweb.com/Resumes_Interviews/resume_guide/action.htm). Include your work experience in chronological order with your most recent job first, working backwards to your earliest relevant position. Include:

1. Title of position;
2. Name of organization;
3. Location of work (town, state, nation);
4. Dates of employment;
5. In a resume (but not CV), describe your work responsibilities, emphasizing specific skills and achievements.



Other Information

You may want to add:

1. Key/special skills or competencies;
2. Leadership experience in volunteer organizations;
3. Participation in sports;
4. Language knowledge; and
5. If relevant, Internet link to design portfolio online (e.g. website design, art professionals, computer-aided design drawings for engineers).

References

You must ask people if they are willing to serve as references before you give their names to a potential employer. Do not include your reference information on your resume or CV, but save it in case a potential employer contacts you asking for references. Note at the bottom of your document: "References available upon request."

Checking and Proofreading

Have your document reviewed and critiqued. Grammar and spelling mistakes reflect poorly on you and show potential employers the wrong things about you.



1. Run a spell check on your computer before anyone sees your resume or CV. You must not under any circumstances include any misspelled words.
2. Get a friend (an English major would do nicely) to do a grammar review.
3. Ask another friend to proofread. The more people who see your document, the more likely that misspelled words and awkward phrases will be seen and corrected.

Sample Translations

Turning a Lebenslauf into a Resume or CV

The following documents illustrate how a fictional student creates an Anglo-Saxon CV or resume out of his original *Lebenslauf*. This chapter includes:

1. Lebenslauf from Dominik Lüthi
2. Dominik's New Resume
3. Dominik's New CV

Chapter

2

Sample Lebenslauf

Dominik Lüthi



Personalien

Geburtsdatum 19. Mai 1985
Geburtsort Reutlingen
Nationalität deutsch
Familienstand ledig, keine Kinder

Ausbildung

1989 – 1993 Grundschule
1994 – 2001 Abitur, Albert-Einstein-Gymnasium Reutlingen
2002 – 2003 Zivildienst
Seit 2004 School of International Business, Hochschule Reutlingen, Außenwirtschaft

Praktika

2006 Fallstudie zur Einführung eines Customer Relationship Management Systems (CRM) in einem Unternehmen der Elektronikgeräte-Industrie (12 Wochen) Bosch, Reutlingen

EDV-Kenntnisse

CRM sehr gut, seit 4 Jahren intensive Beschäftigung
Programmierung C++ sehr gut, seit 7 Jahren intensiv
Internet HTML gut, seit 3 Jahren
Office MS Word, MS Powerpoint sehr gut, MS Excel gut

Sprachen

Deutsch Muttersprache
Englisch sehr sicher
Spanisch Grundkenntnisse

Freizeit

Skilaufen, Lesen von Wirtschaftsliteratur, Programmieren, Internet, Power-Walking

Reutlingen, den 1. Dezember 2007



Dominik Lüthi

Pestalozzistr. 35, #730
72762 Reutlingen

Tel. 0176-9447-5501
E-Mail: dom.luethi@web.de

Sample Lebenslauf translated to Resume

DOMINIK LUETHI

Pestalozzistr. 35 #730, Reutlingen, Germany 72762
E-mail: dom.luethi@web.de

Telephone: +49-176-9447-5501

EDUCATION

2004 - current Reutlingen University Reutlingen, Germany

Bachelor of Business Administration

- Major: International Business Management in the European School of Business.
- Leader of International Students Sports Group.
- Captain, Reutlingen University Ultimate Frisbee Team.

1994- 2001 Albert Einstein Gymnasium Reutlingen, Germany

High School Graduation Certificate (Abitur)

- Special technical Gymnasium with extracurricular internship activities.
- Played soccer for 6 years.
- Earned high marks on Abitur: grade 1.7 (best score 1.0 of 5.0).

WORK EXPERIENCE

2006 Bosch, Inc. Reutlingen, Germany

Customer Relationship Management Systems Intern

- Learned and programmed critical database and online customer relationship management software. Led a team of interns through important tests and appraisals of market-ready programs, and advised public relations team on Internet programming issues.

2002 – 2003 German Army Rüsselsheim, Germany

Required Military Service

- Service to Germany's armed forces or civil services is required after completion of secondary education.

SKILLS & HOBBIES

- Efficiently utilizes customer relationship management systems, Microsoft Office, and other office productivity software.
- Computer languages: C++, HTML.
- Languages: German, English (fluent), Spanish (basic knowledge).
- Skiing, reading business literature, computer programming, Internet, power walking.

REFERENCES

References available upon request.

Sample Lebenslauf translated to CV

DOMINIK LUETHI

Pestalozzistr. 35 #730, Reutlingen, Germany 72762
E-mail: dom.luethi@web.de

Telephone: +49-176-9447-5501

EDUCATION

Bachelor of Business Administration in International Business Management, Reutlingen University, Reutlingen, Germany. 2004 – current.

High School Graduation Certificate (Abitur), Albert Einstein Gymnasium, Reutlingen, Germany. 1994 – 2001.

WORK EXPERIENCE

2006. Intern learning Customer Relationship Management Systems, Bosch, Reutlingen, Germany.

2002 – 2003. Military service in Rüsselsheim Barracks, German Army.

SKILLS

Customer Relationship Management Systems (4 years experience)

C++ (7 years experience)

HTML (4 years experience)

Microsoft Office (excellent knowledge of Word and Powerpoint, good knowledge of Excel)

Fluent in German and English, basic knowledge of Spanish.

INTERESTS

Skiing, reading business literature, computer programming, Internet, power walking

REFERENCES

References available upon request.

Cover Letters

Chapter

3

The preliminary application for a professional position generally consists of two documents: a cover letter and a resume. While the resume is a somewhat generic advertisement for yourself, the cover letter allows you to tailor your application to each specific job. Effective cover letters are constructed with close attention to purpose, audience, content, and format.

Purpose

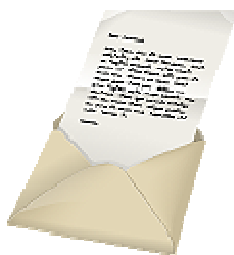
Your cover letter and resume usually provide all the information which a prospective employer will use to decide whether or not you will reach the next phase in the application process: the interview. While your goal is an interview and, ultimately, a job offer, the more immediate purpose of your cover letter in some cases may simply be to gain an attentive audience for your resume.

Audience

A cover letter provides an opportunity to let your prospective employer hear your voice. It reflects your personality, your attention to detail, your communication skills, your enthusiasm, your intellect, and your specific interest in the company to which you are sending the letter. Therefore, cover letters should be tailored to each specific company you are applying to. You should conduct enough research to know the interests, needs, values, and goals of each company, and your letters should reflect that knowledge.

Content

A cover letter should be addressed to the specific company and the specific individual who will process your application. You can usually find this with research or simply by calling the company to find out who you should address your letter to.



The letter should name the position for which you are applying and also make specific references to the company. Indicate your knowledge of and interest in the work the company is currently doing, and your qualification for the position. You want the reader to know:

1. why you want to work at that specific company,
2. why you fit with that company,
3. and how you qualify for the position to which you are applying.

In addition to tailoring your application to a specific job with a specific company, the cover letter should also:

1. highlight the most important and relevant accomplishments, skills, and experience listed in your resume,
2. point to the resume in some way (e.g. “as detailed in the enclosed resume”),
3. and request specific follow-up, such as an interview.

Format

A cover letter should be in paragraph form (save bulleted lists for your resume) with a conversational, though formal, tone. The first paragraph should be brief, perhaps two or three sentences, stating:

1. what job you are applying for and how you learned about it,
2. any personal contacts you have in or with the company,
3. and your general qualifications for the job.

The body of your letter should consist of one to three longer paragraphs in which you expand upon your qualifications for the position. Pick out the most relevant qualifications listed in your resume and discuss them in detail, demonstrating how your background and experience qualify you for the job. Be as specific as possible, and refer the reader to your resume for additional details.

The concluding paragraph of your letter should request an interview (or some other response, as appropriate). State where and when you can be reached, and express your willingness to come to an interview or supply further information. Close by thanking your reader for his or her time and consideration.

Key Cover Letter Phrases

Chapter

4

Why You are Writing

I am writing to apply for the post of European Marketing Manager which was advertised in yesterday's (or Tuesday's) *Financial Times*.

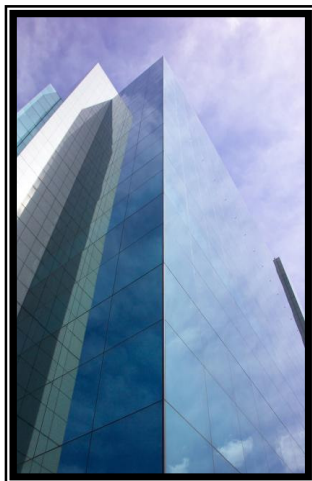
or

Your products are already quite successful on the continent and I was therefore very excited to read your advertisement in *Die Zeit* of December 12th for a European Marketing Manager.

or

A friend of mine at my university has recommended your company as an excellent organisation at which I could possibly carry out my second job-placement in Marketing and International Promotion.

(Remember to capitalize the first letter in your first sentence after greeting the reader.)



Focus Attention on your CV or Resume

As you will see in my CV, I spent a year in London and gained valuable experience working in the marketing department of the London-based firm SSP.

or

As you will note from my CV, I have developed a broad range of experience in Sales and Marketing, both in Germany and in the UK.

Ask for the interview

With the experience I have gained in these areas, I feel I could be of use to your company. I hope we will have the opportunity to meet at an interview.

or

I would appreciate the opportunity of a personal discussion, and I look forward to hearing from you.

or (more assertive)

I am available for an interview at any time. Perhaps I might ring (British) / call (American) your secretary next week to see when this might be convenient for you.

Note the standard salutation phrases:

1. Dear Sir, Ms, or Madam,
2. Dear Mr. Green,
3. Dear Prof. Smith,
4. Dear Dr. Smith, (but not Prof. Dr. Smith)

And closing phrases:

5. Sincerely,
6. Yours sincerely,

Sample Cover Letters

Chapter

5

Cover Letter 1

Joseph Smith
34 Second Street
Troy, New York 12180

December 14, 2007

Ms. Gail Roberts
Recruiting Coordinator
Department DRR 1201
Database Corporation
Princeton, New Jersey 05876

Dear Ms. Roberts,

Your advertisement for software engineers in the January issue of the IEEE Spectrum caught my attention. I was drawn to the ad by my strong interest in both software design and Database Corporation.

I have worked with a CALMA system in developing VLSI circuits, and I also have substantial experience in the design of interactive CAD software. Because of this experience, I can make a direct and immediate contribution to your department. I have enclosed a copy of my resume, which details my qualifications and suggests how I might be of service to Database. I would like very much to meet with you to discuss your open positions for software engineers. If you wish to arrange an interview, please contact me at the above address or by telephone at (518) 271-9999.

Thank you for your time and consideration.

Sincerely yours,

(signature)

Joseph Smith

Cover Letter 2

Joan Doe
1234 15th Street
Troy, New York 12180

December 17, 2007

Mr. John M. Curtis
Recruiting Coordinator
HAL Corporation
55 Washington Avenue
New York, New York 10081

Dear Mr. Curtis,

As an experienced computer programmer who is presently pursuing a master's degree in electrical engineering at Rensselaer Polytechnic Institute, I am writing to request information about possible summer employment opportunities with HAL. I am interested in a position that will allow me to combine the talents I have developed in both computer programming and electrical engineering. As you can see from the attached resume, I have extensive experience in many related fields, and I always enjoy new challenges.

I feel that it is important for me to maintain a practical, real-world perspective while developing my academic abilities. I am proud of the fact that I have financed my entire education through scholarships and summer jobs related to my field of study. This work experience has enhanced my appreciation for the education I am pursuing. I find that I learn as much from my summer jobs as I do from my academic studies. For example, during the summer of 1986, while working for IBM in Boca Raton, Florida, I gained a great deal of practical experience in the field of electronic circuit logic and driver design. When I returned to school in the fall and took Computer Hardware Design, I found that my experience with IBM had thoroughly prepared me for the subject.

I realize that your first consideration in hiring an applicant must not be the potential educational experience HAL can provide, but the skills and services the applicant has to offer. I hope the experience and education described in my resume suggest how I might be of service to HAL.

I welcome the opportunity to discuss with you how I might best assist HAL in fulfilling its present corporate needs. I will be available for employment from May 14 through August 31, 2008. Please let me know what summer employment opportunities are available at HAL for someone with my education, experience, and interests. You can reach me at the above address or by phone at (518) 271-0000.

Thank you for your consideration.

Sincerely,

(signature)

Joan Doe

German-English Glossary

Chapter

6

Important Translations for your Job Search

The following glossary definitions are suggestions and not exact translations. German and Anglo-Saxon systems of education do not allow equal measurements of institutions or qualifications. You therefore ought to include the German name in parentheses after the English translation, e.g. “1989, School Graduation Certificate (Abitur)”. When writing an institutional name in English, capitalize all words, e.g. Harvard Law School.

* refers to further explanation on the following page.

Grundschule	primary school
Gesamtschule	comprehensive school ^{UK} , high school ^{US}
Hauptschule, Realschule	secondary school ^{UK} , high school ^{US}
Gymnasium	grammar school ^{UK} , high school ^{US}
Berufsschule, Fachschule	college of further education ^{UK} , technical college ^{US}
Fachhochschule	polytechnic college, university of applied sciences*
Universität	university
Abitur	} { school leaving (or graduation) certificate “A” levels ^{UK} high school diploma *
Hochschulreife	
Fachhochschulreife	
Lehre, Ausbildung	apprenticeship, traineeship*
Militärdienst	military service
Zivildienst.....	community service, civilian service, social service
Studiengang	major ^{US} , degree course, programme of studies ^{UK}
Semester	semester (2 semesters = 1 year)
Praxissemester, Praktikum	industrial placing, placement, internship
Auslandspraktikum.....	industrial placing/internship abroad
Auslandssemester	study abroad, semester abroad
Fachbereich	department, school of studies



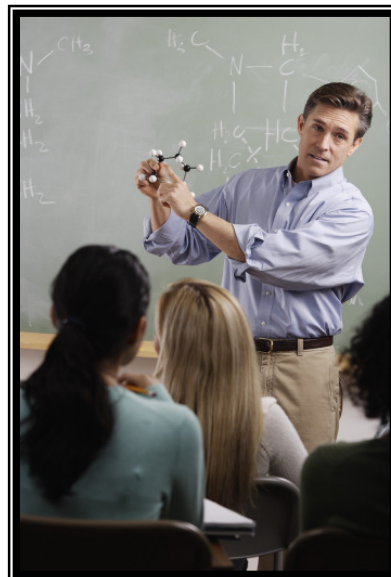
*Additional Notes

Hochschulreife, Fachhochschulreife, fachgebundene Hochschulreife, Zweiter Bildungsweg, etc:

These all only make sense in the German context, and cannot really be translated except by “school leaving (or graduation) certificate” or “high school diploma” as suggested above. They all mean that you have qualified for a degree course; no more details are necessary.

Lehre

The vocational training systems in the Anglo-Saxon world are very different from in Germany. The term “apprenticeship” is usually used only in connection with skilled trades such as carpentry or bricklaying. White-collar training schemes such as the German “Einzelhandelskauffrau” and their associated job-titles are largely unknown, except in certain specialised cases with professional organisations, and are thus untranslatable. A possible model for your CV, if you want to list a “Lehre”, could look something like this:



Apprenticeship: 3-year apprenticeship (trainee programme) in banking, VR Bank Pfullingen, completed May 2004 (*Bankkauffrau*)

Berufsschule, Fachschule etc:

Again, these are impossible to translate accurately, so don't try! In the British context they are best rendered as “College of Further Education” or “Technical College”. For the USA use “College” or “Technical College”. Add the German name in brackets afterwards.

Fachhochschule

Often translated as “University of Applied Sciences”. The Reutlingen institution is known at present in English simply as “Reutlingen University”. Until 1992 there were Polytechnics in Great Britain which offered an acceptable equivalent in English, but in 1992 these were all renamed Universities. Again, translate it into the nearest possible English equivalent, and add the German designation in brackets afterwards.

Interviews

Chapter

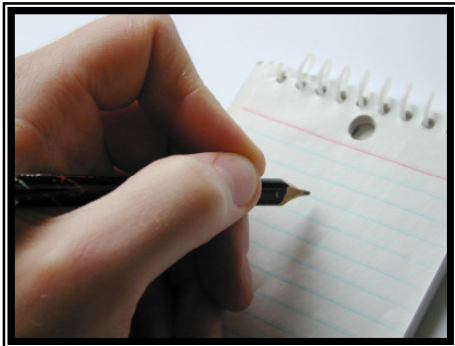
7

10 Steps to a Successful Interview

1. Arrive on time.
2. Introduce yourself in a courteous manner.
3. Inform yourself about the company.
4. Have a firm handshake.
5. Listen to the interviewer.
6. Use body language to show interest.
7. Smile, nod, give nonverbal feedback to the interviewer.
8. Ask about the next step in the process.
9. Thank the interviewer.
10. Write a thank-you letter to anyone you have spoken to.

Guide to Interviewing

Congratulations! You have been invited to a job interview. Based on your resume and cover letter, your qualifications match those the employer is seeking in a candidate. The next step is the interview, where you will have the opportunity to convey to an employer your interest in the position and to present the skills you could bring to the job. The resume tells an employer what you've done; the interview enables you to tell the employer what you have learned from what you've done.



Remember that an interview is a two-way street. It is a chance for you to get to know each other and to assess if this position and firm is a good fit. The interview allows you to gain insight into the job and the organization, and it enables the employer to determine if you have the skills and abilities needed to be an effective member of his/her organization.

Preparing for the Interview

Preparation is critical in conveying a positive and polished image and having a productive and successful interview. Before going on your first interview, there are three steps to take in order to prepare yourself.

1. Know Yourself

- Think about your skills, interests, and values.
- Consider your strengths and weaknesses.
- Be able to discuss decisions you have made and the thought behind them.
- Identify accomplishments you are proud of and things you might have done differently.
- Provide examples to demonstrate how you have developed your skills.
- Be able to articulate why you are interested in this field. Define your long-term goals.

2. Know the Employer and the Field

- Research the employer, the position, and the industry or field.

- Know what salary range is usual for this type of position.
- Read current periodicals and trade journals to learn about current trends in the field.
- Review mission statements, annual reports, and company literature.
- Think about the firm's competitors, its clients or customers.
- Be familiar with the employer's organizational structure.

3. Practice for the Interview

- Meet with a counselor to review your interview strategy.
- Participate in a videotaped mock interview.
- Review interview questions with a friend and/or use a tape recorder to critique your answers.

Additional Tips

- Be your “best” self; let them get to know you and what you can bring to the organization.
- Think about what an employer wants to know and prepare examples.
- Prepare a game plan or strategy for every interview; make sure you share the information that you feel is most appropriate and relevant.
- Keep to the point. Don't bring up irrelevant matters.
- Be as specific as possible.
- Don't try to dominate the interview. Let the interviewer guide the questions.
- Ask appropriate and well thought out questions.
- Don't expect an offer on the spot.

The Interview

Employers hope to learn as much as possible about you in the interview. They will be paying attention to:

Nonverbal Communication Skills

Messages are conveyed during the interview by what you say and by how you say it. Positive nonverbal communication will reinforce your verbal message.

- Greet the employer with a firm handshake.
- Maintain steady eye contact with the interviewer.
- Use positive vocal qualities and facial expressions.
- Sit attentively to demonstrate your interest and enthusiasm.
- Dress in a suitable manner to convey a polished, professional image.

Verbal Communication Skills

- Ask for clarification if you don't understand the question.
- Use clear, concise answers.
- Use proper grammar.
- Don't exaggerate and don't be negative.
- Be specific; refer to concrete experiences.
- Listen carefully to what is being asked and answer the question.

Interview Etiquette

- Arrive on time.
- Introduce yourself.
- Get the correct spelling of the person's name and his/her exact title. Ask for a business card.
- Don't call the interviewer by his/her first name, unless invited to do so.
- Don't ask about salary and benefits until the employer brings up the subject.

- Send a thank you note promptly.

Behavior-Based Interviews

More and more employers are now conducting job interviews that focus on experiences, behaviors and dimensions that are job related. Behavior-based interviewing rests on the premise that past behavior (performance) predicts future behavior (performance). Examples of past behavior may be drawn from courses, work experience, activities or internships.

Your answer to a behavior-based question must tell a story by giving a specific example of a situation you handled successfully. If your response is not specific, you will find that the interviewer will continue to probe until you have provided concrete examples.

To prepare: analyze both your skills and those sought by the employer; identify examples from your past experience where you demonstrated those skills. Be prepared to answer questions such as:

- “Tell me about a time when you had to work with a difficult boss.”
- “Give me an example of a situation where you took charge.”
- “Please describe a situation in which you were involved in a project as part of a team.”

Sample Questions asked by Employers

1. Questions about your college experience

Why did you choose your major? Which classes and subjects did you like the best? Least? Why? Do you think your grades are a good indication of your academic ability? Describe your most rewarding college experience. Have you participated in any extracurricular activities? What have you learned from participating in them? What do you like to do in your free time?

2. Questions about your characteristics

What do you consider to be your major strengths and weaknesses? How would a friend or a professor who knows you well describe you? What accomplishment has given you the most satisfaction? What major problem have you encountered and how did you deal with it?

3. Questions about your work experience

What have you learned from some of the jobs you have held? What job have you enjoyed the most? What kind of work environment do you prefer?

4. Questions about the position/employer

Why did you decide to seek a position with this firm/organization? What do you know about our firm/organization? What criteria are you using to evaluate a particular firm/organization? What factors are important to you in a job? What are you looking for in a supervisor? Do you have a geographic preference? Are you willing to travel? How do you handle pressure? How do you evaluate success? What are your long-term goals? Where do you see yourself in five years/ten years?



5. Open-ended questions

Tell me about yourself. Why should I hire you? What makes you unique?

Sample Questions to Ask during an Interview

1. What will be my opportunities for advancement?
2. Where will this job fit into the organizational structure?
3. How will I be evaluated?
4. What issues or concerns are facing this department/organization/firm now?
5. What are the goals for this department/organization/firm for the upcoming year?
6. What new projects has this department/organization/firm undertaken recently?
7. Do you have any questions or concerns about my qualifications that I might answer for you?
8. When may I expect to hear from you? What is the nature of your search process?

The End of the Interview

At the end of the interview, thank the interviewer for taking the time to meet with you. Make a short, concise summary of your qualifications and stress your interest in the position:

“This interview has convinced me that my abilities match your needs. I am very interested in the position. Could I call you in a few days to check on the status of my application?”

After the Interview

Within a few days after your interview, send a short thank you letter to refresh the employer's memory of you. This is your opportunity to mention any experience or skills that were not discussed in your interview. Try to offer new information, if possible. Use resume-quality paper and type the letter.

A “post-interview assessment” can help improve your technique and continue to build your confidence and skills. Analyzing the interview, and talking about how you were feeling during and after it, can be very helpful in preparing for the next interview.

Consider:

- Discussing the interview with someone who listens well and cares about your success.
- Comparing notes with others who have gone through the interviewing process.
- Asking yourself:
 - What were my strengths in the interview?
 - What did not go as planned?
 - What can I do differently next time?

Keep in mind that the art of effective interviewing takes practice. Good luck!



Extra Resources & Web Links

Chapter

8

Resumes & CVs

1. http://www.jobweb.com/Resumes_Interviews/default.htm
2. <http://jobsearch.about.com/od/sampleresumes/>
3. <http://www.resume-help.org/>
4. <http://career-advice.monster.com/sample-resumes/home.aspx>

Studying and Working Abroad

1. <http://educationusa.state.gov/>
2. <http://www.monster.de>
3. <http://www.monster.com>
4. <http://www.careerbuilder.com>



Some information in this document is excerpted from the following resources:

Hobsons. "So Bauen Sie Ihren Lebenslauf: Tipps und Fallen." Hobsons Bewerbungs-Forum. Accessed 5 Nov 2007.
<<http://www.hobsons.ch/de/publikationen/magazin/archiv/heft0205/bilder/lebenslauf1.pdf>>.

National Association of Colleges and Employers. "Your Guide to Resume Writing: How to Prepare an Effective Resume." JobWeb: Career Development and Job Search Advice for New College Graduates. Accessed 5 Nov 2007.
<http://www.jobweb.com/Resumes_Interviews/resume_guide/how_to.htm>.

Virtual Writing Center. "Cover Letters." Rensselaer Polytechnic Institute. Accessed 5 Nov 2007.
<http://www.rpi.edu/web/writingcenter/cover_letter.html>.

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