Cover Letters, Resumes & Interviewing Tips

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Goals

Provide you with tools and helpful hints to assist in cover letter and resume writing, interviewing, and resources to assist you in your career search.

Your Candidate Portfolio

- Cover Letter
- Resume
- Interview
- References
- Thank-You Letters
Cover Letters

- An introductory paragraph that includes a statement of your job search objective
- A brief summary paragraph that summarizes your overall background and experience
- A value-added paragraph that highlights specific achievements that you’ve accomplished that are applicable to the position you are applying for
- A request for action on your candidacy
- A statement of appreciation for the employer’s consideration of your application and their time

Job Advertising Response

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<thead>
<tr>
<th>Employer’s Requirements</th>
<th>Candidate’s Qualifications</th>
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<tr>
<td>Reviews and lists employer specific requirements within ad content</td>
<td>Resume should reflect the qualifications you possess that coincide with employer’s position</td>
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<td>Prioritizes key requirements</td>
<td>Prioritize key qualifications with key employer requirements</td>
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<td>• knowledge, skills and abilities</td>
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Follow application instructions – this is your first test with a potential future employer

Resumes: Do’s & Don’ts

Do:
- Do state your accomplishments
- Do emphasize transferable skills
- Do proofread carefully
- Do keep your resume up to date
- Do keep track of positions you are applying to
- Do read/study employer mission and values
Resumes: Do’s & Don’ts (cont.)

Don’t:
- Don’t ever lie on your resume
- Don’t list personal information on your resume, e.g., marital status, picture
- Don’t forget to include dates of employment
- Don’t write an autobiography – an employer should be able to tell if you are qualified by skimming or at a glance

Interviewing

Preparation:
- Inquire who is part of interview panel
- Go through job description beforehand and practice answering questions out loud
- Be prepared with on the job work examples
- Get directions and allow extra time to get there
- Bring references and copies of resumes
- Dress to impress

Interviewing (cont.)

During Interview:
- Be confident and aware of body language, e.g., eye contact
- Be specific – share real life examples of skills that could transfer to future employer
- Behavioral Questions should be answered by stating: Problem → Action → Outcome
- Be positive and don’t dwell on past negative experiences
References
Many employers now check references and the job offer is often made contingent upon the successful reference checks.

Be Prepared!!

References (cont.)
- Determine your work-related references
- Check with references beforehand, to ensure they are willing to be a contact and see what their feedback would be
- Bring list with contact information to interview - be prepared!
- Notify your references that employers might be calling them

Thank-You Letter
- Always send thank-you letters
- Acknowledges the time and commitment of employer
- Offers a great opportunity to further market yourself and your understanding of the position
- Communicates your degree of interest in position
- Highlights the special value the employer will realize in bringing you on board
- Makes you stand out from other candidates
Key Elements of Effective Thank-You Letter

- Basic greeting or salutation
- Expression of appreciation for interview
- Statement of interest in position
- Value statement → tell employer why you would be a great fit for their organization
- Restatement of appreciation for interview
- Closing

Resources

http://www.job-interview.net/
  - Includes a bank of sample interview questions and potential answers
http://www.careerjournal.com/
  - Includes job hunting advice, articles and job postings
www.monster.com
  - Ability to post resume on-line for employers, receive automated emails and job seeker advice
http://www.washington.edu/admin/hr/jobs/
  - Consider the UW!! We offer all types of positions, while in school and after graduation

Pharmacy-Specific Resources

http://www.ashp.com/
  - American Society of Health-System Pharmacists
http://www.careerpharm.com/
  - For Pharmacist job seekers and employers
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Questions?