

Interviewing Resource

Interviewing is much less daunting when you feel fully prepared, and utilizing Interior Talent resources makes that easier than ever. Below is a list of tried and true resources that can help you ace the interview.

Click a resource below to leverage the insights within.

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10 Resume Dos and Don'ts

Your resume is a potential employer's first glance into your career progression - which makes it so much more than a list of accomplishments. It should be easy to read and show a clear path of skills you've obtained, accomplishments you've achieved, and how you've developed. To help you in the creation of a stellar resume, here are a few DOs and DON'Ts to guide you:

PLEASE DO...

1. Include consistent information for each employer. This should include the company name, title (along with any credentials, ex. NCIDQ, NCARB, etc.), start and end month/year of employment, location, company website, and a brief description of what the company does, as well as 2-3 bullet points with your main responsibilities and accomplishments. If you work in a sales related position, don't forget to include quantifiables like quotas met, achievements made, etc.
2. Keep the formatting simple. Most companies use programs that easily translate candidate information into an applicant tracking system. Using graphics, multiple fonts, extra text boxes, and other types of images make it tougher to read so when in doubt, the simpler the better. Try out this tool to build a simple resume: <http://ineedaresu.me/>
3. Add a skills section. This could include any software programs you're proficient in, additional languages, sectors you've worked within if you're in A&D, or job specific skills that separate you from other candidates. This can also include any quantifiables/results that you'd like to call attention to.
4. Make sure that contact information and links are all accurate and up to date. If you are active on LinkedIn, add that link to your resume, and be sure that the information is consistent from your resume to your profile. Also, make sure that you are using a professional email address and have an appropriate voice mailbox message set up.
5. Save your resume as a .Doc or .PDF file. These formats are the most compatible and will ensure that everyone is able to view your resume as you intended.

PLEASE DO NOT...

1. Put an objective statement. The end goal of submitting your resume is to further your career and advance your skillset. Use this space for relevant resume content instead.
2. Use a profile picture or graphics on a resume. Please save the headshots for LinkedIn and clipart for presentations. Your resume should be neat and to the point with valuable information.
3. Write "references available" or "salary requirement." If an employer needs this information, they will ask you for it directly. Have professional references ready and available if/when the time comes.
4. Send a Google Doc link to your resume. Sharing a Google Doc link requires you to grant access to whoever may be trying to open it. Please be mindful that not everyone will be so kind as to ask you for access, and will instead discredit you as a viable candidate.
5. List personal hobbies on your resume. This is meant to be an insight into your professional experience. If your hobbies are relevant to the work that you do, they are best listed in the "Skills" section, if not, please save them for personable discussion at a later date.

Quick Tips on Refreshing Your Resume

A quick guide to get your resume written today! Writing a resume can be a daunting task. You may be asking yourself how long do I make it, what format should I use, what should I include and not include? The list goes on and on and can create some analysis paralysis and writers block. Let's break this down in terms that will help you get your resume written today! The biggest challenge is getting all that great work you've been doing out of your head and onto paper. So, relax and let's get started.

1. How long should my resume be?

0-10 years' experience = 1-page (Sorry, rarely any exceptions here) 11+ years' experience = max 2 pages (although 1 page is always great if you can make it work)

2. To include or not include your address.

In recent years, we have found that there is an unconscious bias that can play a factor in getting an interview, based upon your location. If you cannot make it to the job, you need not apply. An employer or recruiter can happily ask you if you will be able to abide by the schedule proposed but getting that recruiter calling is the more important task at hand. A second point is that your resume gets passed around during an interview process and let's be frank, do you want all of those non-HR employees peeping at your personal info?

3. Professional Summary, Profile, Executive Summary, Summary

Don't focus as much on the title of this section as you do on the content. This is by all means your elevator pitch, and these are the four steps to nailing it! Step 1: Define who you are. Example: Award winning Sales Manager Step 2: Describe what you do and its impact. Example: developing long standing client relationships in the architectural products market. Step 3: Explain what's unique and different about you to create a hook. Example: Strategic visionary, collaborating with management in creation and developing marketing plans and events to enhance brand recognition. Step 4: Put it all together. Award winning Sales Manager that continually increases brand awareness and market share. Strategic visionary, collaborating with management in creating and executing marketing plans that enhance brand recognition.

4. Professional Experience Section

There are two primary choices when creating your professional experience section. **Basic chronological.** This works well when you can showcase your progression either through growth or industry development. Everything is time-lined starting with most recent experience or role. **Functional.** This format allows you to group your like-minded roles together to showcase your transferable skills in those areas. For example: You have experience working with brands and marketing, as well as different management roles throughout your career. It helps paint a concise picture when you can list all of them together under two titles: Brand Marketing Experience and then Leadership Experience. Once you decide on the format, make sure to identify what your target roles are looking for and illustrate those skills and experiences throughout the resume. This includes putting those infamous keywords into your writing. Take a breath, it is easier than it seems. Focus on what makes you proud in the role, what did you do

that drove impact to the business, your manager, your staff, or co-workers and how did you do it. That is your biggest differentiator, not a list of tasks that read like a job description.

5. **Early Career Summary**

Have you been in the workforce a while? Or do you have several roles that led to your growth, but don't have room to put them all? Add this section and list the roles and company name. You may or may not consider putting dates depending on how long each role lasted.

6. **Education**

If you just graduated, this section serves you well on top of the resume, unless you've had several internships and/or work experiences during your academic career. Otherwise, put your education toward the bottom of the resume. Education can also include coursework and certifications if you are hard-pressed for room. Make sure it all tells the right story. So, if you are applying for a role in finance, you'll want to leave off a mention of your green belt in taekwondo.

7. **Volunteerism, extracurricular activities, hobbies, and interests.**

Think Big-Picture. One question, does this add value to your application and tell the story of why you are the right fit to stand out among other candidates? Most of the time the answer is no. While it may be interesting that you love cross country skiing, if it doesn't add value, don't take up the real estate.

8. **References**

Most employers will expect you to provide relevant references if needed. If you have *References available upon request* on your resume, please remove this line from your resume.

9. **Proofread!**

Last, but of course not least. Proof your document. Elicit the help of others to review before finalizing and sending out to the world! Here's to a day filled with creative writing and finding fun ways to incorporate the best of what you do professionally into a one-to-two-page document. It can be done.



Tips to Utilize During the Interview

When interviewing for a job, it's important to speak clearly and to be honest about your past and potential. It's also essential to research the company beforehand so you'll be able to successfully navigate the interviewer's specific questions about trends or procedures. Here are six additional tips for a successful interview.

- 1. Start with small talk.** Most interviewers aren't ready to dive right in to the nuts-and-bolts job questions, so take a minute or two to talk about the weather, nearby restaurants, or anything else that might set a casual conversational tone for the rest of the interview. By establishing yourself as a friendly person who can converse about the daily events of life, you may help complete a strong image of yourself for the interviewer. You want to be viewed as a team player and as someone who can fit in with others. By dropping a few anecdotes about the world around you, you help set that tone.
- 2. Don't turn down a glass of water or cup of coffee if offered.** By accepting, it puts you on a more personal route with your interviewer and gives you a minute or two to scope out the office for possible clues on talking points, as well as a chance to regain your composure. Also, the cup or glass will give you something to do with your hands during awkward quiet moments. You can lean forward on the desk while holding the cup or glass or take a quick sip if you find yourself stumbling through an answer. Finally, you'll be able to attack that dry-mouth more effectively if a drink is nearby.
- 3. Ask questions, but don't insult the Interviewer.** In other words, avoid asking questions like, "Why are there so many open positions?" Questions about the employer's performance should be handled carefully as well. Asking, "How will this new hire be able to contribute to the company's future growth?" is more subtle and effective than, "Are you guys' still losing money?" Don't use shoptalk —ask realistic questions about where the company has been and where it's headed.
- 4. Whenever possible, give specific examples.** Such as ways the company's product or service has impacted your life or how it will impact it in the future. If you don't have a personal connection, discuss a friend or family member who has used the company's product or service.
- 5. Don't rush.** Most interviewers block out at least an hour of time for each person they speak with. Don't feel the need to tell your life story in the first 10 minutes. Instead, find ways to attach important pieces of information about yourself with various answers. Your interviewer may be more interested in your explanation of how you learned the importance of personal responsibility when you worked your way through college than your routine answer as to whether or not you prefer to work in a team setting or alone. Your answers do not need to be scripted or in perfect sync every time. They know that interviews bring out nerves, so do not allow fear of embarrassment to overtake you. You are human, just as they are!
- 6. Give your interviewer something to remember.** At this point in the candidate selection process, most job seekers are fairly similar, considering they've all been called in for an interview based on separate resumes. Your interview is your chance to stand out. Mention something exciting you did over the weekend or ask about a photo or object on your interviewer's desk. Aside from striking a personal note, you'll be able to reference this in your thank-you letter — something as simple as, "Hope you're able to catch another large-mouth bass this weekend." This gives your interviewer something to remember you by, hopefully further separating you from the others that interviewed for the job.

Interview Reminders

When preparing for your interview here are a few things to remember:

1. Don't read too much into the way the interviewer responds to your answers – some people – especially HR professionals - have great “poker faces.” Always act as if things are going smoothly.
2. You should always project a “positive” image- both verbally and nonverbally. Don't speak negatively about past employers or position responsibilities. You can justify your decisions without “bashing” anyone. This also means being self-aware of your body language, smiling, making eye contact, showing confidence and receptiveness during the interview, and overall being conscientious of how you are presenting yourself.
3. Have your resume with complementing achievement worksheet (found at end of article) in front of you. The worksheet will help to refresh your memory about your past accomplishments before you get asked the questions. You won't have to appear to be “digging” for answers. If you get asked about your current compensation – answer honestly and accurately, and refer to the conversations you've had with your recruiter.
4. Don't forget the basics. If you're at home, keep your pets somewhere where they can't be heard and set yourself up for success with a quiet and uninterrupted space for phone and virtual interviews. Finally, keep language concise; avoid using “umm, like, you know, literally,” and fillers of that nature.
5. Lastly – and this is VERY IMPORTANT – as soon as you hang up the phone or leave your interview, please give your recruiter a call or shoot them a quick email that answers the following questions. Do not be overwhelmed with this; it is going to be for your benefit when we speak with the ownership team regarding your meeting with them.
 - Why do you feel you can do this job?
 - Why do you feel you want this job?
 - What about the company/position is attractive to you?
 - What red flags came up as a result of your interview?
 - What questions do you still want answered?
 - Do you want to continue the interviewing process for this position?

Sample Behavioral Questions – Be Prepared

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give me a specific example of a time when you had to conform to a policy with which you did not agree.
- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a difficult decision you've made in the last year.
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co- worker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Tell me about a time when you missed an obvious solution to a problem.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make an unpopular decision.
- Please tell me about a time you had to fire a friend.
- Describe a time when you set your sights too high (or too low).

Things to Do 48 Hours Before Your Interview

- **Get all the info.** Location and time are a given, but make it a point to find out who you are meeting with, their title, and if possible, understand their relation to the hiring process. Be sure to bring multiple copies of your resume if you end up meeting more than one interviewer.
- **Do your research.** Utilize LinkedIn, Facebook, and Google searches to find more details about the company, interviewers, office area, and staff. Having information about who you are meeting with could be very valuable especially if you find out they went to same school or root for a common sports team. Any information you have that can be used to form a connection could be that slight edge over other candidates, which will help make sure they remember you.
- **Get ready to dress the part.** Wear an outfit that is indicative of your brand image with clothes pressed, clean, and professional. An interview is the time to present your most professional, polished self, head to toe. This might require planning ahead to account for time needed to have clothes dry cleaned or ironed.
- **Map the route.** Whether you are driving or taking public transportation you should consider driving the route or take the transportation to the location at the same time your interview will be the day before so you can gauge the time needed to get there. Make sure you give yourself an extra 15 minutes in case of traffic and always bring the contact info for the company with you in case of an issue. It is best to enter the location of the interview no more than five minutes early.
- **Come prepared.** Prepare interview questions with your recruiter the day before your interview and have a copy of your resume, portfolio, project list, and the job description with you for reference.

Taking time to properly prepare for an interview will usually make all the difference. When you follow each one of the steps provided, you will feel more confident knowing that you followed multiple guidelines to get yourself prepared. As the great Benjamin Franklin once said, "By failing to prepare you are preparing to fail."

Acing Remote Interview + Video Interview Tips

The interview process today has come a long way from the standard in-person meeting within a corporate office. In today's moving economy the interview process will often include phone interviews or video calls such as [FaceTime](#), [Skype](#), [Google Hangouts](#), or [Zoom](#) virtual meetings, to name a few.

What this means for candidates is that they have to be agile and flexible, and most importantly, embrace technology as part of the process. Although hiring decisions are typically never made without the in-person meeting, there are useful tips to keep in mind that will help you make it to that stage.

Let's discuss the phone interview first. Below is a list of things to remember:

- Always project a "positive" image. Don't speak negatively about past employers or position responsibilities. You can justify your decisions without bashing anyone.
- Smile when responding – strange as it may seem, it is proven that smiling while speaking has an effect on the tone and quality of your voice over the phone.
- Have your resume with complementing achievement worksheet (found at end of article) in front of you. The worksheet will help to refresh your memory about your past accomplishments before you get asked the questions. You won't have to appear to be "digging" for answers.
- If you get asked about your current compensation – answer honestly and accurately. Make sure to include all contributing factors that make up your compensation – Base Salary, Bonus, Vacation, 401K, Stock options, etc. **If they ask what you're looking for in an offer** – it is best to tell them you don't have a "hard" number in mind but that you would expect to improve on your current compensation, and more importantly find the right fit. It is also helpful to provide a range of what you are looking for to provide a frame of reference. (I.e. I am seeking a base salary between \$65,000-\$75,000.)
- Don't forget the basics. Make sure your voicemail message is professional and phone is fully charged. If you're at home, keep your pets somewhere where they can't be heard. Finally, keep language concise; avoid using "umm, like, you know, literally," and fillers of that nature.

Video Interview Tips

The tools above apply to a video interview as well. The key difference with a video interview is that it is meant to be a more personal interaction than a basic phone screening. Mind the expressions on your face, movement in the background, and how your posture is presented on screen.

If you're new to video interviewing, we've also included a few links to help you get started below:

- [How to set up Skype](#)
- [How to use Facetime](#)
- [How to use Google Hangouts](#)
- [How to use Zoom](#)

Now that you're all set up, here are key factors to keep in mind:

Before the Interview

- If you are taking a FaceTime or video call from a cell phone, prepare ahead of time a way to position your phone on a stable surface so you are not holding it for the entirety of the call. Make sure that it is propped on something that won't wobble or lead to your phone falling abruptly during the interview.
- Mind your distance from the camera during your interview. You should be no more than an arm's length away to guarantee that there is enough of you in the frame to be professional and that they aren't getting an extreme close up of just your face. The camera should also be at shoulder height for the best angle.
- Prepare the outfit that you'll be wearing for the video interview ahead of time. Yes, this means an entire outfit, not just from the waist up. Avoid big, bold patterns, chunky jewelry, or harsh colors that don't translate well on camera.
- Be aware of your lighting and scenery behind you. It is best to be in a well-lit room with a clean background. *Be sure to test this.* If the video covers the surface in front of you as well, make sure that it is clear aside from a notepad and pen for jotting down relevant information during the interview.
- Have a trial run prior to your interview. Testing out lighting, technical connections, and volume controls prior to your official call will help things run smoothly. It is best to use headphones with a microphone so that you can limit the background noise that gets picked up.
- Before clicking connect, take a deep breath and smile. Interviewing can be a nerve wracking process but remember that the goal is to have a genuine interaction with your interviewer and express both your capabilities and interest in a concise and friendly manner.

During the Interview

- On the video call, try to focus on looking at the actual camera as opposed to the screen. This will help you focus and makes video interviewing more authentic, as if you are looking at the person on the other end of the call. A great trick is to add a piece of tape with the word "smile" next to the camera as a reminder.
- Avoid looking at the playback image of yourself on screen, or turn it off prior to your interview if the platform allows. Make sure that everything is in order prior to the call and you won't need to worry about how you look during the interview. The lack of eye contact or perceived eye contact from looking at your own image can come across as distracted.

After the Interview

- When the call has ended, take a moment to ensure that the connection has been terminated. That means ensuring that *both* the audio and video have disconnected before you let out a sigh

of relief that the interview has concluded.

- Take a moment following your interview to draft a "Thank You" email. The template included here builds a safe outline that you can use as a guide.

Dear [Name of Recipient], (Consider using Mr/Ms. and their last name)

[Introduction - Start your letter off by expressing sincere appreciation for the chance to interview for the position. Also, communicate your excitement and interest in the position.]

[Use this paragraph to highlight your skills or qualifications that make ideal for the job. This is another chance to sell yourself.]

[Optional - This paragraph can be used to clarify a topic that may have gone poorly during the interview or to provide additional information not discussed during the interview.]

[Conclusion – Finish by reiterating your appreciation for the interview. You can also mention that you are looking forward to hearing from them or to the next step in the hiring process. Consider adding your phone number and indicating you would be willing to answer any additional questions.]

Sincerely, [or Respectfully,]

(Sign here for letters delivered by mail)

[Typed Name]
[Title]



11 Tips to Ace Your Panel Interview

The thought of a panel interview can be a daunting prospect but have no fear. With a little extra preparation and effort it need not be a stressful process. Start by prepping for this panel interview like you would a standard interview and then keep in mind these 11 tips.

1. **Prepare yourself like you would for a standard interview.** Get a good night's sleep, map out your route to make sure you're on time, and make sure you dress the part.
2. **Ready Your Brain with an Accomplishment List.** In a panel interview it's common that the team has planned ahead with what questions they'll ask. This often comes as standard HR and behavioral-type questions from one or two people with other members of the team peppering in random questions. Prepare yourself by reviewing your professional achievements a few days before so they'll be at top of mind and easy to recall. A good exercise for review is make a quick 'Achievement List.' For each position you've held list 2-3 accomplishments or achievements and then list your strategy, development process, and implementation you used to bring about these results.
3. **Do your research.** Find out who will be on the panel as well as researching the company utilizing social media sites, especially LinkedIn and Google News search. Often times you can find news articles and gain an understanding of what they're currently working on and how you might fit within this process and the team. Having information about who you are meeting with could be very valuable especially if you find out they went to same school, know a fellow colleague, or share a common interest. This information will help you make a connection and help them remember you over other candidates.
4. **Calm Yourself.** If these types of meetings amp up your nerves like it does for many make an effort to calm yourself. On your drive in, while walking up to the building, or while waiting to enter the conference room do a few exercises to tame those nerves. An easy trick is to count your breaths, pay attention to your senses, and/or progressively tense and relax your muscles.
5. **Greetings for All & Resumes for All.** Greet everyone equally upon your arrival and pay attention to social cues. It's always best to err on the side of being more formal, if you are sitting and someone enters make sure to stand and shake their hand. Have enough resumes printed just in case additional team members join.
6. **Start with small talk.** Give everyone a chance to settle in by taking a few minutes to chat about anything that will set a casual conversation tone for the interview. It is cliché, but the weather, seasons, or news highlights are a safe way to start. This helps everyone relax a bit, establishes you as a friendly person and hopefully will help them view you as a team player.
7. **Make Eye Contact.** Remember to make eye contact while speaking with every member of the panel throughout the interview. Don't focus your attention just on one person or the person answering the questions. The person you aren't paying attention to could end up being your manager or superior and you want to make sure they know you can be inclusive and engage everyone.
8. **Tone of Voice, Presence and Posture.** All of these items help you to display confidence and will make you feel more comfortable while conveying your message. Remind yourself to

speak slowly and clearly. Most panel interviews have blocked out at least an hour's time, so you have plenty of time to talk, don't rush yourself. Also pay attention to your posture, it's always better to lean in while speaking, you'll instantly look more engaged. Also, don't forget to smile.

9. **Ignore idiosyncrasies.** You'll also be dealing with different personalities and interest levels. This is a lot to manage and take-in but it's also a test of how you handle pressure and stress and operate within a team. If someone doesn't seem engaged in what you're saying don't worry about it, you're talking to a team so it's natural one person may be engaged more than another depending on the topic and a host of other things that person might have already dealt with that day. Just stay on topic and positive and don't take anything personally.
10. **Ask relevant questions.** Read: Don't ask about salary, benefits or what you'll be getting. This is the time to ask about the company, its goals, and any questions you thought of while doing your research, and how you'll be able to contribute.
11. **Following-up & the Thank you Letter.** Who do you send the thank you note to? Who walked you to the door or told you what next steps would be? That's the person. If there's any question you can send it to the person that scheduled your interview or who you had the initial interview with but address it to the team or reference the team. If you connected with someone in particular it's perfectly fine to send them a thank you, as well as anyone that exchanged a business card during the interview process.



Tips for Taking an Online Assessment

Congratulations! You are advancing to next steps in the interview process. You will be sent an email containing a link to an online professional development assessment. Please follow these instructions regarding your assessment.

1. Contact your recruiter when you receive the link.

Confirm the date and time of day you plan on taking the assessment. It is important to check your spam folder and follow up with your recruiter so if the link hasn't been sent or the wrong email was provided he/she can follow up.

2. Give yourself plenty of time.

Set aside at minimum 2 hours of dedicated time to take the online assessment. Most assessments are timed and take up to 60 minutes. Results of the test do factor in how much time is taken for each section of the assessment to be completed.

3. Choose a distraction-free zone.

Upon identifying a 2 hour window in which to complete the assessment, eliminate any possible distractions. Turn off your phone, ask family members and friends for quiet time and NEVER take the assessment at work (not even during your lunch break) or at a loud cafe. You need to be able to focus to read each question thoroughly and be able to provide your best authentic answer without disruption.

4. Give yourself the best set up to succeed.

Make sure you have fast internet speed, proper lighting, and sit upright at a desk. You also want to feel refreshed and alert so taking the assessment in late hours of the night after a long day is not always advised. Feeling hungry? Have a small snack before sitting down to focus on the task and keep a small glass of water with you while you take the assessment.

5. Relax.

Remember that there is, in fact, no right or wrong answer. It is merely a valuable tool for professional development and be open to receiving feedback.

6. Notify when you finished.

Now that you have successfully finished the assessment, contact your recruiter to let them know it is completed so they can follow up regarding results.

7. Was there a snag? – No problem!

If for some reason the test didn't load properly or pages expired during the process or somehow a distraction got in your way – don't worry! Simply contact your recruiter (NOT the hiring company) to troubleshoot and possibly have the test link resent.

If you have any questions at any time during the assessment process, do contact your recruiter to assist. No question or concern is too small and we are here to be a resource to you as you continue through the interview process.

First Impressions: How to Ace It

With just seconds to make a first impression, appearance and attitude is everything! We've all heard it said that beauty is in the eye of the beholder, however, there are just a few guidelines when it comes to dressing for the part you want, not for the part you have. Internationally applauded fashion designer Tom Ford said it best when he said, "Dressing well is a form of good manners." By being selective in your attire you control the narrative. You ensure your appearance is aligned with your core values and sends the right impression.

Here are some top tips for acing the first impression and making it last:

- 1) **Company Research-** Fashion Designer, Rebecca Minkoff says, "Appearance matters for the environment you're in!" (Inc.com) and our clients agree. Do your research about the company you're applying for and get a glimpse of what their corporate culture is. Do they wear three-piece suits or are jeans more their style? Social media is a window to the company, so start there.
- 2) **Prep-** If you're buying a new interview outfit, make sure to have it dry-cleaned, ironed, and ready to go the night before your big day! The evening before your interview, layout your complete outfit including any accessories, and portfolio, resumes, pen, laptop, and keys. Make sure your laptop and phone are fully charged. Review your resume and any key questions for the interview. Prep an oopsies kit! Have a few essentials including a tide pen, mints, eye drops, lip balm, tissues, and a mini deodorant. You never know when you might need them and if you do, you'll be glad you were prepared!
- 3) **Practice-** If your new role requires a suit and heels or a tie and vest, and you're not used to wearing them, take your new ensemble for a sample strut. Walk around in your heels, or practice tying your tie until you feel more comfortable. You don't want to show up to an interview tripping over your new wedges or fidgeting with your collar.
- 4) **Dress to Impress** – Take pride in your appearance. If that means purchasing something new to complete your ensemble, then do so. Dressing for the part you want and not the part you have will show potential employers your dedication to your work and pride in your appearance. Plus it will give you confidence on interview day.
- 5) **Be confident-** Remind yourself of all your great skills for this new role and all you have accomplished. Of course, your best accessory is a smile! If you feel self-conscious about your pearly whites, use an overnight whitening tray so you can show up confidently and eager to ace your interview with that mega-watt smile. Best of luck!

Sample Resignation Letter

DATE

Addressed to

Address

Address

Dear XYZ,

I hereby give two weeks' notice of my intent to resign from XYZ, Inc. I would like to thank you for making my experience here a positive and rewarding one. It has been a pleasure working with you and the others in the company.

It is now time for me to move on and I have recently accepted a position with another firm. This decision was not an easy one for me and it took a great deal of consideration. However, I am confident that this new role will be a positive step towards fulfilling my career goals.

I wish the company continued success and once again, would like to thank you for allowing me to be a part this great company.

During my final two weeks, I will be completing the following tasks:

- Transfer of all pertinent project information to ____
- Complete project with Client XYZ
- Etc.

If there is anything more that I can do help create a smooth transition of responsibilities, please let me know.

Sincerely,

