



# What are Recruiters Looking for?

- Interview Preparation •

## What is your external presence?

- Are you using LinkedIn?
- What does your resume look like? It should not be a job description copied and pasted.
- Is your cover letter relevant to the job you are applying to?
- What do your social media accounts look like? (Yes, employers check these.)

## • DID YOU... •

✓ Identify the mission of the company and why it excites you?

✓ Research the company's core values and ensure they align with your values?

✓ Find people in the position on LinkedIn and connect?

✓ Research the company's growth potential and identify opportunities for personal development?

✓ Think through and write out your non-negotiable core values?

✓ How will you ensure that the company you are interviewing for embodies these values? (I.e. integrity, diversity, responsibility, etc.)



# Be a Stand-Out Candidate

When going through the application and interview process, remember:

- **DO NOT** use LinkedIn applications as your only application funnel. Connect with people at the company where you've applied. Work on building relationships, connect with employees, and ask politely for referrals.
- Nail down your elevator pitch. How does your experience tie to the opportunity for which you're interviewing? Pitches should be slightly personalized to fit each job to which you're applying.
- When preparing interview questions use the STAR Method (situation, task, action, and result) to describe specific skillsets. Relate your examples back to the company and role for which you're interviewing.
- **INEXPERIENCED** candidates **WIN** interviews with the thoughtfulness that they apply to the questions they ask at the end of the interview. See the **Questions to Ask Interviewers** Section of our "Interview Prep" document for inspiration.
- Put just as much time into the questions you plan to ask that employer as you put into researching common interview questions and how to respond.
- **ALWAYS** close the interview out by asking if they have any hesitations about moving you forward to the next steps.
- Send a "Thank You" note! Follow up swiftly after any conversations with employees at your company of interest. Thank them for their time, call back to a key point from the conversation, and end the conversation on a high note.

## • NETWORKING TIPS •

Make a spreadsheet with the companies to which you have applied. Track your progress, where have you applied, interviewed, and sent thank you's. Keep a section for fun facts like their kids' names, hobbies, etc.

Set a reminder in your calendar to add value to your contacts at each company via email every 30, 60, and 90 days. These should be thoughtful messages based on previous conversations.

Attend webinars that feature your top companies.

Practice mock interviews with your friends and family so you feel comfortable speaking about your experience.