



Olinde Career Center

RESUME & INTERVIEW GUIDE

SEIZE YOUR POTENTIAL

We assist students and alumni in choosing careers, obtaining career-related work experiences, developing job search skills, and securing employment or admission to graduate or professional school.

lsu.edu/career

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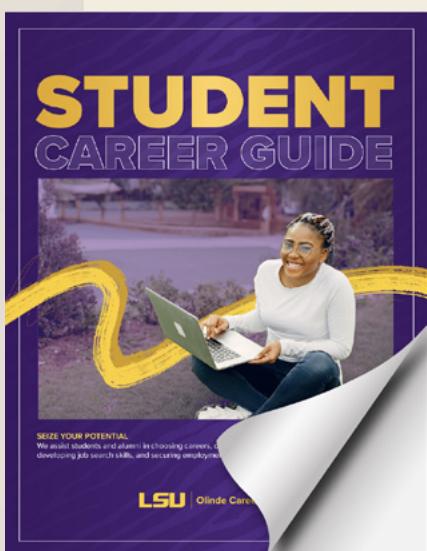
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**LEARN MORE IN
OUR EXPANDED
CAREER GUIDE**



READY to ROAR

CAREER PROFICIENCIES

At LSU, you'll gain the knowledge and experience to succeed in any field. With a blend of professional opportunities, academic excellence, and diverse involvement both on and off campus, you'll graduate **Ready to Roar**.

The 10 **Ready to Roar Career Proficiencies** serve as a foundation for your success, ensuring you have the essential skills to thrive in any professional environment.

Ready to Roar is adapted from the National Association of Colleges & Employers (NACE) Career Readiness Competencies, LSU's general education Integrative Learning Core (ILC), and the skills you develop in the 153 hours outside of the classroom. **Highlighting these career proficiencies in your job search documents and interviews can help you stand out.**

SELF-AWARENESS: Understand and develop personal values.

INTERCULTURAL KNOWLEDGE: Engage equitably with various cultures.

CRITICAL THINKING: Analyze situations and make logical decisions.

TEAMWORK: Collaborate effectively to achieve common goals.

LEADERSHIP: Guide and inspire others toward a shared vision.

COMMUNICATION: Convey information and ideas effectively.

PROBLEM SOLVING: Develop strategies to overcome challenges.

GLOBAL LEARNING: Understand global systems and impacts.

CIVIC ENGAGEMENT: Make a difference in community life.

DIGITAL LITERACY: Use technology ethically and efficiently.



RESUMES

BUILDING YOUR RESUME

Application documents are your chance to highlight your qualifications, personal brand, and career readiness. Let's start building your resume, section by section.

Section One: Header

Center your name at the top in a larger font, followed by your contact information (email and phone number). Optionally, include a link to your LinkedIn profile or digital portfolio and your location (city and state).

Your resume is a reflection of your personal brand.

EXAMPLE

Mike T. Tiger

(225) 578-2162 | mtiger@gmail.com

EDUCATION

Louisiana State University (LSU), Baton Rouge, LA

Bachelor of Science, Marketing

Minor: Analytics

Related Coursework: Introduction to Business Data Querying, Database Management Systems for Business Analytics, Managerial Accounting

May 20XX

GPA: 3.15

Section Two: Education

Many jobs require specific levels of education, degrees, or coursework. List your education section right after your header to ensure this qualification is noted by the reader.

First line: Institution's name, location, graduation month/year

Second line: Your formal degree earned or pursuing (Example: Bachelor of Science, Information Systems and Analytics)

Optional Components in additional line(s): Specific college enrollment you want to highlight, minors, concentrations, capstone project, thesis, related coursework, academic distinctions, study abroad, etc.

Section Three: Experience

Experiences can be anything where you gained or showcased the skills you will need to be successful in the role, such as: part-time jobs, internships, class projects, leadership roles, volunteer experience, etc. **This section will have the most details.** You should be able to connect multiple strong action verb statements to what you're highlighting in your Experience section.

Each experience should include two main components:

1. Relevant basic information: company name, location, position, date range (in month-year format).
2. Bulleted action verb statements below detailing responsibilities and individual impact or significant contributions. **Check out our action verb list for great starting points located on page 7.**

Writing Strong Resume Bullets

- Do not use personal pronouns; instead **start with a strong action verb**.
- Provide specific measurable information including: metrics, percentages, and results.
- Each bullet point should include a specific **Action, Context, and Result**.

EXAMPLES:

- Communicated with kitchen staff to effectively expedite food to customers.

ACTION	CONTEXT	RESULT
--------	---------	--------
- Increased sales 20% by implementing a focused marketing strategy based on sales analytics.

RESULT	ACTION	CONTEXT
--------	--------	---------

Weak Writing

Waitress, Olive Garden, Baton Rouge, LA	May 20XX – Present
<ul style="list-style-type: none"> I take orders from customers and bring food to their tables Being a waitress requires that I have strong communication and customer service skills I developed leadership skills Teamwork skills 	

Strong Writing

Waitress, Olive Garden, Baton Rouge, LA	May 20XX – Present
<ul style="list-style-type: none"> Ensure every customer is satisfied with their experience by providing high level of customer service Communicate with kitchen staff to effectively expedite food to customers Manage a section of five tables with the potential for 25 guests at a time Train new wait staff on proper technique and Olive Garden protocol 	

Section Four: Optional Additional Categories

Consider adding additional categories to the resume to enhance the document. **Including at least one category is recommended.** Format these sections as a comma-separated list or use bullet points to make them stand out. Here are some ideas to get you started:



Awards/Honors



Leadership



Technical Skills



Languages



Projects/Research/Publications



Involvement/Activities/ Volunteer Experience

SAMPLE RESUMES

Below, you will find sample resumes that are clean, well-organized, and easily readable. Follow the detailed **formatting guidelines**, **best practices**, and useful **tips & tricks** to help you finalize your resume and prepare it for your applications.

Mike T. Tiger

(225) 578-2162
mtiger@gmail.com

EDUCATION

Louisiana State University (LSU), Baton Rouge, LA
Bachelor of Science, Animal Sciences
Concentration: Science and Technology

Study Abroad: LSU Ag in Nicaragua, *International Agriculture in Nicaragua*

Baton Rouge, LA
[linkedin.com/miketiger](https://www.linkedin.com/in/miketiger)

May 20XX
GPA: 3.15

Spring Break 20XX

EXPERIENCE

Volunteer

City Animal Shelter, Baton Rouge, LA

- Provide daily care for a variety of animals, including grooming, feeding, and administering medications.
- Maintained accurate records of animal care, including health updates, medication logs, and behavioral observations.
- Implemented animal enrichment activities and exercises to promote physical and mental well-being of animals.
- Contributed to the cleanliness and maintenance of shelter facilities through daily cleaning.
- Participated in community outreach events and educational programs to promote animal adoption.
- Assisted with adoption process by interacting with potential adopters, providing information about animals, and facilitating adoption paperwork.

Summer Camp Counselor

City Parks Zoo, Cincinnati, OH

- Led educational activities and programs for 20+ children, focusing on wildlife conservation, animal behavior, and zoology.
- Facilitated supervised interactions and educational sessions with zoo animals, ensuring safety and enhancing children's understanding of animal care and conservation.
- Enforced safety protocols and guidelines to ensure the well-being of both campers and animals, including emergency response procedures.
- Worked closely with other camp counselors and zoo staff to coordinate activities and share responsibilities for a cohesive camp experience.

May 20XX – July 20XX

Student Worker

LSU Enrollment Management, Baton Rouge, LA

- Greeted and assisted students, parents, and staff at the front desk, addressing inquiries and directing them to appropriate resources.
- Operated a multi-line phone system to answer, screen, and route calls efficiently, handling inquiries and taking messages as needed.
- Received and sorted incoming mail and packages, and managed outgoing correspondence, ensuring timely and accurate delivery.
- Assisted with scheduling appointments and managing meeting rooms as needed.

August 20XX – Present

HONORS

Leadership LSU 20XX, LSU Student Employee of the Year Nominee 20XX, LSU Homecoming Court Sophomore Representative 20XX

ACTIVITIES

Intramural Sand Volleyball, Geaux Big Baton Rouge Volunteer, LSU Dance Marathon

FORMATTING GUIDELINES:

- 0.5" margins or more.
- 1 page resume.
- Stick with easy-to-read fonts like Garamond, Calibri, or Times New Roman in 10-12 point size.
- Each section in reverse chronological order.
- Remain consistent with punctuation. If you use periods at the end of bullet points, make sure they're there for all.

TIPS & TRICKS:

- As you build experience, keep a comprehensive resume to help you quickly customize and tailor resumes for specific job applications, ensuring each one highlights the most relevant skills and experiences.
- Adjust your formatting if you're struggling to fit your content onto one page or if the layout feels too empty (margins, text size, etc.).

LOOKING FOR MORE...?



Online Resources
lsu.edu/career

Quinnacia
24/7 feedback available
quinnacia.io/access



Daily Group & Drop-in Appointments

BEST PRACTICES:

- Save your resume document as an editable file but always send as a PDF.
- Title your file in a professional format, for ex. "Mike Tiger Resume.pdf".
- Use consistent headers across application documents.
- Proofread for errors and readability.
- Do not include personal information such as: pictures, address, age, marital status, date of birth, etc.
- When applying for positions internationally, research the job search norms of that country, including application documents, to meet local expectations.

Mike T. Tiger
(225) 578-2162 | mtiger@gmail.com

EDUCATION

Louisiana State University (LSU), Baton Rouge, LA
Bachelor of Science, Marketing
Minor: Analytics
Related Coursework: Introduction to Business Data Querying, Database Management Systems for Business Analytics, Managerial Accounting

May 20XX
GPA: 3.15

RELATED EXPERIENCE

Data Marketing Intern
ABC Marketing, New Orleans, LA

May 20XX – August 20XX

- Analyzed marketing data to identify trends, patterns, and insights, supporting the optimization of marketing campaigns and strategies.
- Supported the planning of A/B tests to determine the effectiveness of different marketing approaches.
- Assisted in maintaining and cleaning marketing databases to ensure data accuracy and integrity for reporting and analysis purposes.
- Prepared detailed reports and documentation on data findings and marketing performance for internal stakeholders and presentations.

ADDITIONAL EXPERIENCE

Vice-President
Marketing Student Organization, LSU, Baton Rouge, LA

January 20XX – December 20XX

- Led a team of 3 executive members and 100 general members, providing direction, motivation, and support to achieve organizational goals.
- Developed and executed a strategic plan to enhance organizational growth, including setting objectives, defining key initiatives, and tracking progress.
- Established and maintained partnerships with other student organizations, university departments, and external stakeholders to enhance organizational impact and visibility.
- Facilitated weekly meetings, prepared and delivered presentations, and managed internal and external communication through newsletters, social media, and email updates.

Marketing Assistant
The Tiger Store, Baton Rouge, LA

September 20XX – May 20XX

- Actively represented and promoted the brand, products, or services at various events, in social media posts, and through other marketing channels.
- Created and shared engaging content on social media platforms, including posts, stories, and videos, to increase brand visibility and engagement.
- Participated in and assisted with events, such as product launches and promotional events, ensuring a positive and impactful brand presence.

SKILLS

Data Analysis Tools: SQL (Oracle, PostgreSQL), Python (Django),
Marketing Platforms: Google Ads, Facebook Ads Manager, Mailchimp
Design: Adobe Creative Suite (Photoshop, Illustrator, InDesign)

REFERENCES

A professional references page should be a **separate document from your resume**. Format it with left-aligned text and include full contact details for each reference, such as their **name, title, company, phone number, and email**. Additionally, briefly state how you know each reference to provide context.

EXAMPLE

Mike T. Tiger
(225) 578-2162 | mtiger@gmail.com

REFERENCES

Jon Smith, Marketing Director
ABC Marketing
New Orleans, LA
(504) 123-4567
JSmith@abcmarkets.com
*Former Internship Supervisor

Dr. Jane Doe, Faculty Member
LSU Marketing Department
Baton Rouge, LA
(225) 578-5555
Jdoe@lsu.edu
*Marketing Student Association Faculty Advisor

Your references page should always be separate from your resume

COVER LETTERS

Every time you apply for a position you need to write a new cover letter. If the job description changes, the reason you are the best candidate changes.

Why write a cover letter?

- A cover letter serves as a writing sample.
- You can talk about why you're interested in a specific job with a particular company.
- You can talk about personal characteristics that aren't always apparent on the resume.
- It engages the reader and makes them want to look at your resume.
- It gives you the control to illustrate how you are a direct match for the position.

Michelle T. Tiger
(225) 578-2162
mtiger5@lsu.edu

Date of Letter

Employer Name

Title

Company/Organization Street Address

City, State, Zip Code

Dear Mr./Ms./Mx. Last Name or Dear Hiring Manager(s):

1st Section: "Why Am I Writing?" Identify the position you are applying for or the vocational interest area you are inquiring about. Identify how you heard of the opening or organization. Identify why you decided to contact the employer. Research the company and discuss why you are interested in working for that organization.

2nd Section: "Who Am I and Why Should You Hire Me?" Identify your skills, experiences and qualities that relate to the position (or interest area). Highlight one or two of your strongest qualifications and explain how they relate to the needs of the employer. Do not simply restate the facts that are on your resume ("Through my public relations internship at WWOW, I have developed selling and communication skills that are essential to the position of X," sounds more informative than, "I have worked in public relations as an intern"). Explain why you are specifically interested in the employer and the type of work/location, etc.

3rd Section: "My Next Step?" Refer the reader to the enclosed application, resume, vita, and/or status of other required documents. Close the letter with a strong interest in pursuing the next step of an informational interview, an employment interview, and/or additional information or application. Be assertive and state how you intend to follow up ("I will be calling you on ? date to see if an interview can be arranged" or "I will call you during the week of ? to arrange a convenient time to discuss career options"). Clearly indicate whether you or the employer will follow up and what the next step will be.

Sincerely,

Typed Name

TIPS & TRICKS:

- Remember to match your skills, abilities, and experiences to the job description to show the employer that you are the best candidate for the position.
- Cover letters can be more than three paragraphs, but never longer than one page.
- If the contact person is not listed, use an introduction such as "Dear Hiring Manager" instead of "To Whom It May Concern."
- Skip four lines between "Sincerely" and your typed name to allow enough room for your signature.
- Mirror the language found in the job description. If it specifically references customers, use the word customers instead of clients, patrons, guests, etc.

ACTION VERBS

Need a Verb?

Action verbs are a great way to highlight your achievements and assist in making a strong impression on a potential employer. These action verbs are organized by Ready to Roar proficiency to help you promote yourself more effectively in the experience section of your resume. These verbs can enhance personal statements and cover letters as well.

Self-Awareness

adapted	learned	organized
balanced	managed	outperformed
exceeded	motivated	represented

Communication

addressed	defined	persuaded
authored	demonstrated	promoted
communicated	drafted	prompted
composed	edited	proposed
contacted	educated	publicized
conveyed	illustrated	questioned
convinced	interpreted	reported
counseled	interviewed	translated
debated	listened	wrote

Critical Thinking

analyzed	evaluated	prioritized
assessed	formulated	researched
conceptualized	gathered	responded
diagnosed	identified	solved
documented	investigated	

Problem Solving

conserved	implemented	redesigned
consolidated	modified	resolved
decreased	navigated	refined
identified	overhauled	reorganized

Teamwork

accomplished	consulted	linked
achieved	contributed	negotiated
assembled	coordinated	partnered
brainstormed	envisioned	prioritized
collaborated	executed	
compared	generated	

Leadership

administered	established	mobilized
advanced	ensured	modeled
aligned	executed	motivated
arranged	expanded	operated
assigned	facilitated	organized
capitalized	formulated	planned
chaired	formalized	prepared
coached	founded	produced
contributed	guided	recruited
created	headed	represented
delegated	implemented	shaped
directed	launched	streamlined
encouraged	led	supervised
engineered	mentored	trained
enhanced		

Global Learning

amalgamated	extrapolated	leveraged
calibrated	illuminated	reconciled
decoded	immersed	understood

Intercultural Knowledge

appreciated	embraced	negotiated
celebrated	fostered	translated
connected	interpreted	unified
decoded	navigated	valued

Digital Literacy

activated	developed	programmed
analyzed	examined	projected
applied	explored	repaired
calculated	familiarized	restored
cataloged	inspected	synthesized
converted	maintained	tested
designed	navigated	tracked

Civic Engagement

advocated	lobbied	represented
campaigned	orchestrated	supported
educated	petitioned	volunteered
empowered	registered	voted

TAILORING YOUR DOCUMENTS

Tailor your documents for each job for which you apply. The key to creating tailored documents is to gain an understanding of the position and company for which you are applying and then adjust your content to highlight the items that match. **Keep a comprehensive resume with all your experiences, and customize it as needed.** Identify the core competencies of the job for which you are applying and ensure you're highlighting the skills and experience that match.

THREE STRATEGIES FOR TAILORING YOUR DOCUMENTS TO A JOB DESCRIPTION:

1

Highlight certifications, coursework, and skills related to the job description.

Example: Job description notes a preference for “Experience designing advertisements”

In your resume: Include a skill section that has related graphic design experience, including “Adobe InDesign”, “Canva”, etc.

2

Connect your experience with the position in the description.

Example: Job description mentions “conducting cold-calls to reach new customers”

In your cover letter: You would say “My experience managing a front desk and handling a high volume of calls has equipped me with strong communication and customer engagement skills that are directly related to this role.”

3

Rearrange your experiences to highlight the ones important to the position.

Example: Job description mentions key responsibilities including “provide direct patient care”, or “collaborate with a team of healthcare professionals”

In your resume: You can utilize a Relevant Experience section to highlight experiences such as hospital volunteer work, job shadowing at a medical clinic, etc. Prioritize your bullet points based off relevance to the job description.

PRO TIP

Applicant Tracking Systems (ATS) often rank resumes based on keyword matches and formatting. For best results, use standard resume formats and include **job-specific keywords** to improve your chances of passing through ATS and getting noticed by hiring managers.

CURRICULUM VITAE (CV)

A Curriculum Vitae (CV) is a comprehensive statement of educational background, academic, and scholarly qualifications. Different from a resume, a CV is best suited for an **academic or research-oriented job search**.

CVs typically range from 2–5 pages but can extend to 10 pages depending on experience and achievements. CV guidance may vary by discipline, so it is always a good idea to connect with faculty in your field for any specific guidelines.

CV Category Examples

Header	Publications	Professional Licenses
Education	University Service	Affiliations/Memberships
References	Professional Experience	Languages
Research	Grants and Funding	Consulting
Teaching Experience	Honors and Awards	Presentations

Tiger, Michelle-page 2

Michelle L. Tiger

555 LSU Avenue
Baton Rouge, LA 70808
225-555-5555
mtiger@lsu.edu

Department of Biology
Louisiana State University
Baton Rouge, LA 70803
225-222-2222

EDUCATION

Louisiana State University, Baton Rouge, LA May 2013
Ph.D. in Biological Sciences
Dissertation: "The Influence of Environmental Disasters on the Ecological System of Louisiana Swamps"

Louisiana State University, Baton Rouge, LA May 2009
Master of Science in Biological Sciences
Thesis: "Species Interactions in the Atchafalaya Basin"

Louisiana State University, Baton Rouge, LA May 2007
Bachelor of Science, Biochemistry

AWARDS AND HONORS

TPC Foundation Fellowship 2012-2013
Johnson Foundation Graduate Research Fellowship 2011-2012
Phi Beta Kappa 2009

RESEARCH EXPERIENCE

Doctoral research: Department of Biology, LSU 2012-present
(Research Advisor: Dr. Mike Tigre)
-Development of quantitative theory of environmental structure on swamp ecological systems.
-Comparison of how ecological communities respond to natural environmental disasters.
-Field study of the impact of wildlife and the stabilization of prey populations.

RESEARCH INTERESTS

-Influences of natural disasters on ecological communities.
-Louisiana ecosystems.
-Effect of oil spills on Louisiana wildlife.

TEACHING EXPERIENCE

Instructor, Biology 1001, Louisiana State University, Baton Rouge, LA May 2009-present
-Lecture and instruct classes, create assignments, and evaluate student performance for 3 sections.
-Create supplemental instruction material to increase student comprehension and integrate lab assignments to coursework.

Teaching Assistant, Biology 1001, Louisiana State University, Baton Rouge, LA May 2008-2009
-Monitored lab in microbiology and facilitated discussion sections.
-Held regular office hours and graded papers for Instructor.

PROFESSIONAL EXPERIENCE

Wildlife Agent, Department of Wildlife and Fisheries, Baton Rouge, LA May 2007-May 2009
-Worked with a team of 6 to track and document the population of various animals in the Atchafalaya Basin.
-Attended numerous safety trainings on animal tracking and wilderness skills.
-Collaborated closely with a team of scientists and made recommendations to the United States Office of Homeland Security regarding emergency preparedness in the event of hurricanes.

UNIVERSITY SERVICE

Graduate Admissions Committee, Department of Biology, Louisiana State University 2011-present
Tour Guide, Phillips Biology Center, Louisiana State University 2010-present
Leadership Academy Advisor, Louisiana State University 2009-2010
Career Services Faculty Liaison, Louisiana State University 2009-present

PRESENTATIONS

-**Louisiana Wetlands**, American Academy of Scientists Conference, San Francisco, CA, April 4-6, 2012
-**Renewable Resources**, The Biological Society Conference, Richmond, VA, May 25, 2011
-**Where the Wild Things Are: Wildlife and Fauna**, Life Sciences Organization Professional Development Institute, Seattle Washington, February 6, 2011

PUBLICATIONS

Tiger, M. L. and Downs, J. G. 2012. Saving the Louisiana wetlands, *National Biology Registry* 50:205-206.
Tiger, M. L. and Winchell, B.B. 2011. Species interactions in the Atchafalaya basin, *Conservation Scientists Today* 35: 107-110.

PROFESSIONAL AFFILIATIONS

American Academy of Scientists
National Biological Society
Biotechnology Industry Association
Life Sciences Academy
Conservation Scientists

LANGUAGES

French, *fluent*
Spanish, *fluent*

INTERVIEWING

RESEARCH

Researching a company beforehand can help you show interest, tailor your responses, and ask strategic questions during your interview. It's also an opportunity to see if their values and culture fit your career goals, enhancing your chances of landing the job. **Start by checking out the company website, the job description you are applying for, social media channels, and the company LinkedIn page.**

RESEARCH QUESTIONS

COMPANY RESEARCH:

- The **mission statement** of the organization.
- Where is the company's **headquarters located**? Do they have additional locations? Where?
- What is the **primary product or service** of the company? Who are the clients? Chief competitors?
- What can you determine about the corporate or organizational **culture**?
- Is the company privately owned or publicly traded?
- What are some of the company's most **notable accomplishments**?
- What projects/divisions of the company interest you? Why?
- Is the company large or small? How many employees?

POSITION RESEARCH:

- What are the **key responsibilities** of the role?
- What is the reporting structure of the team?
- How does this role contribute to the company's objectives and goals?
- What **challenges or issues** are associated with this role?
- What collaboration or team dynamics are involved in this role?
- What unique skills and experience do I have that match the tasks of this role?

WHERE TO LOOK:



**COMPANY
LINKEDIN**

PREPARE YOUR OWN QUESTIONS

Prepare a list of thoughtful questions to ask the interviewer. Typically, interviewers will save the last 10-15 minutes of an interview for you to ask questions. These questions should reflect your interest in the role and the company. Asking insightful questions shows that you're engaged and have researched thoroughly.

SAMPLE QUESTIONS YOU MAY ASK:

- What are the biggest opportunities facing the company/department right now?
- What do you like best about working for this company?
- Can you tell me more about the team I would be working with and how they collaborate?
- What do you think are the most important qualities for someone to excel in this role?
- How would you describe the company culture and work environment?
- What are your expectations for this role during the first 30 days, 60 days, year?
- How is success measured for this position, and how frequently are performance reviews conducted?



**JOB
DESCRIPTION**



**INFORMATIONAL
INTERVIEW**



**COMPANY
WEBSITE**

REMEMBER

You don't need to ask about salary or benefits just yet. Be prepared enough to discuss salary expectations if the hiring manager brings it up, but wait until you are in the final steps of the interview process to negotiate anything.

PRACTICE

SAMPLE INTERVIEW QUESTIONS

Questions will often be related to the Ready to Roar proficiencies.

SELF-AWARENESS

- Tell me about a time when you had to put in more effort on a project than you initially expected.
- Describe a time when you made a mistake and how you went about rectifying the situation.

COMMUNICATION

- Can you describe a situation in which you were able to win over a difficult customer or client? What did you do and what did you learn from it?
- How do you adapt your communication style to different audiences?

CRITICAL THINKING

- Describe a time when you had to come up with a creative solution to a problem.
- Tell me about a time that you used data to make an informed decision about your next steps in a project.

PROBLEM SOLVING

- Tell me about a major conflict you recently handled. What were the results?
- Can you tell me about a time when you had to prioritize multiple tasks quickly? What was your strategy and the outcome?

TEAMWORK

- How do you communicate effectively with team members from different backgrounds and disciplines?
- How do you ensure that all team members' ideas are heard and considered?

LEADERSHIP

- Tell me about a time when you took the lead on a team project.
- How have you served as a role model for your peers in a non-leadership role?

GLOBAL LEARNING

- Can you describe an experience where you had to consider a different point of view before making a decision?
- What are some strategies you use to stay motivated and engaged in continuing to learn and grow?

INTERCULTURAL KNOWLEDGE

- Tell me about a time where you went out of your way to ensure that a peer felt like they mattered and belonged.
- Interacting with others can be challenging at times. Describe a situation when you wished you had acted differently with someone.

DIGITAL LITERACY

- Describe how you've gone about learning a new technical skill or digital tool quickly.
- Can you tell me about a time when you used technology to improve a process or solve a problem?

CIVIC ENGAGEMENT

- Can you tell me about a time when you had a meaningful impact on your local community?
- In what ways do you believe our company could positively contribute to our community?

THE STAR METHOD

When answering questions such as “Tell me a time when...” or “Give me an example of...”, use the STAR method as a structured manner of responding to an interview question. Discuss the specific **situation, task, action, and result** of what you are describing in order to validate an answer.

SITUATION

Give any **background information** or **context** the interviewer may need to understand the situation you were dealing with.

“**As a group**, we were tasked with...”

TASK

Discuss the task you were given or a task that came from the situation you described.

“**My goal** as group leader...”

ACTION

Describe your **specific actions** that completed or addressed the task.

“**I organized** a timeline with deliverables...”

RESULT

Tell the interviewer **what came from your action**, whether good or bad, and **what you learned** from the experience.

“**We succeeded** in meeting early deadlines...”

“**From this experience**, I now know...”

MAKE AN IMPRESSION

DRESS FOR SUCCESS

How you dress for an interview can greatly influence first impressions. Appropriate attire reflects professionalism and shows that you understand and fit into a company's culture. Dressing well can enhance your chances of making a strong, positive impression.

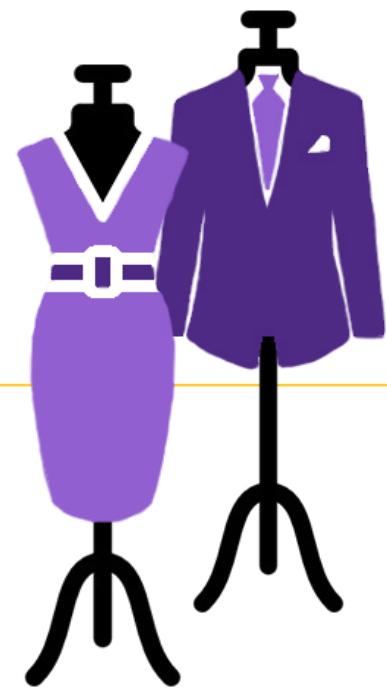
TIPS FOR DIFFERENT DRESS STYLES:

Corporate (Business Formal): A tailored suit in neutral colors, a dress shirt or blouse, and polished shoes or heels.

Business Casual: Dress pants or chinos with a collared shirt or blouse, paired with loafers or clean, stylish flats.

Creative/Startup: Smart jeans or chinos with a blazer or trendy jacket, and stylish shoes or boots.

Field/Technical: Smart trousers with a neat shirt or polo, and comfortable yet presentable shoes.



INTERVIEW ETIQUETTE

When preparing for an interview, demonstrating good etiquette can significantly enhance your impression on the interviewer and showcase your professionalism. Here are some key interview etiquette tips to help you leave a positive and lasting impact:

Be Punctual: Arrive at least 10-15 minutes early. This shows respect for the interviewer's time and gives you a buffer in case of unexpected delays.

Maintain Good Posture: Sit up straight with your shoulders back to convey attentiveness and confidence.

Make Eye Contact: Engage with your interviewer by maintaining eye contact, which demonstrates interest and engagement.

Use Open Gestures: Avoid crossing your arms and use natural hand movements to emphasize points so you appear more approachable and enthusiastic.

Give a Firm Handshake: Offer a firm, confident handshake at the beginning and end of the interview to convey professionalism and friendliness.

POST INTERVIEW THANK YOU

Sending a thank you note after an interview is a key step in leaving a positive impression. It shows appreciation for the opportunity, reinforces your interest in the position, and helps you stand out from other candidates.

TIPS FOR SENDING A THANK YOU NOTE:

- **Send Quickly:** Aim to send your note within 24 hours. Email is preferable and efficient.
- **Personalize It:** Reference specific details from your interview to make it memorable.
- **Express Gratitude:** Clearly thank the interviewer for their time and the opportunity.
- **Reaffirm Your Interest:** Briefly restate why you're excited about the role.
- **Be Concise:** Keep it professional and to the point, and proofread for errors.

A thoughtful thank you note can **reinforce your candidacy** and demonstrate your eagerness for the role.

Dear Mr., Ms., Mrs., Dr. Last Name,

Thank you for interviewing with me today for the curator internship. It was a pleasure meeting with you and discussing opportunities available at the Smithsonian American Art Museum. I am ecstatic about the curator internship program and I will continue to pursue the company.

I enjoyed talking with other professionals in the office and seeing how each role works together to successfully contribute to the team. My education and personal research as well as my experience have fully prepared me to be prosperous in a curator internship position. I believe my leadership skills and strong work ethic will allow me to contribute to the teamwork environment at the Smithsonian American Art Museum.

Thank you again for the consideration for this position and I look forward to hearing from you soon. If you need any additional information, do not hesitate to reach out.

Sincerely,

Mike T. Tiger

EXAMPLE

VIRTUAL INTERVIEWS



You may be asked to do a virtual interview during your job search. Good virtual interview etiquette is essential to making a strong impression. Proper preparation, clear communication, and minimizing distractions can set you apart and boost your chances of success.

SOME THINGS TO CONSIDER:

- **Practice your interview** beforehand with a friend, mentor, one of our career coaches, or online using Quinnacia.
- Choose a professional space with a blank background or use a professional virtual background.
- Make sure your **username is professional** and is representative of your first and last name.
- Maintain eye contact and look directly into the camera lens.
- Check your internet connection beforehand. Feel free to reserve one of our **private interview rooms** in the Student Union!
- Wear full business attire to put yourself in the professional mindset.
- **Test** the video software ahead of time to make sure your camera and microphone work well.
- Make sure your equipment has adequate power and have your charger nearby.

Handshake

Handshake is a modern, online career resource for LSU students and alumni to explore jobs, connect with employers, register for events, and boost career readiness.

Potential, Meet Opportunity

Discover new career paths. Find amazing jobs and internships. Connect with potential employers, volunteer organizations, and graduate programs—all in Handshake.

Handshake is free to students and alumni online in the palm of your hand through the Handshake Jobs & Careers app. The Jobs and Careers app is available in the Apple Store or on Google Play. Current students have accounts automatically created for them, and can log in using their myLSU credentials at lsu.joinhandshake.com. Alumni can request access at lsu.edu/career/handshake/alumni.php.

Find the Job

Ready to apply for an internship, full-time, co-op or part-time job? Visit the **Jobs** tab in Handshake to identify opportunities and track deadlines.

Explore Your Options

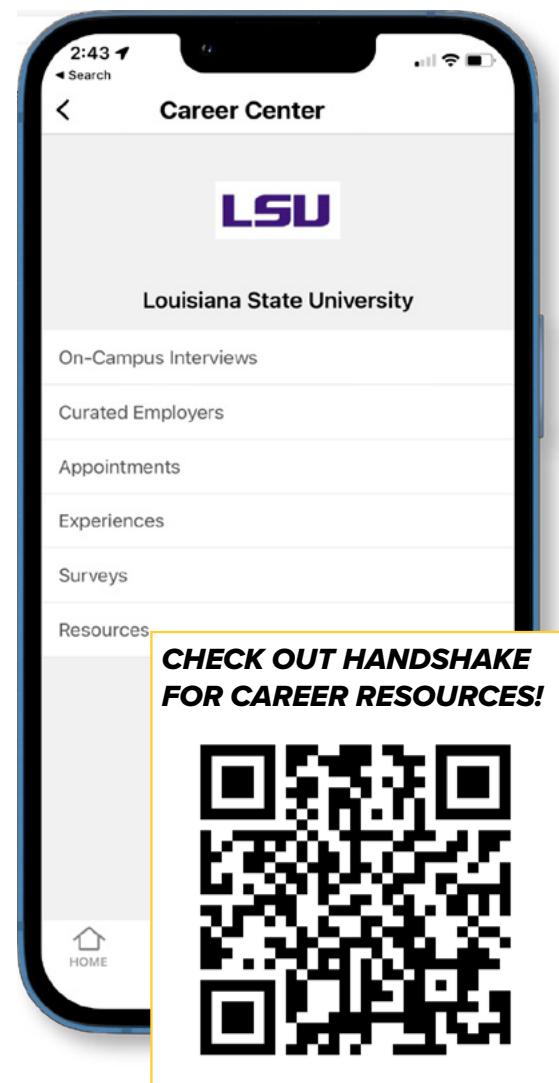
Discover new career paths and find amazing opportunities. Explore upcoming events and fairs hosted by the LSU Olinde Career Center and potential employers under the **Events** tab in Handshake. With a variety of recruiting events, networking opportunities, and career workshops, there is always something to help keep you inspired.

One-on-One Support

Scheduling appointments is a breeze in Handshake. Just click the **Career Center** tab in Handshake and select **Appointments** for your choice of topics, coaches, dates, and times.

On Your Time

Some of us do our best work at night. That's why Handshake offers plenty of resources on demand. Just click the Career Center tab and select **Resources** to view resume examples, career assessments, and more digital career support.



what is **Quinncia**?

A career readiness platform that provides automated feedback and analyses for resumes and tailored mock AI interviews!

1 Log In

Access at quinncia.io/access, use your university student email, input verification code, add first and last name, and set a password. Once logged in, click activate license.

2 Build your Profile (Optional)

Add a profile picture, personal description, location, and university name. Share your profile will faculty or industry leaders you wish to receive feedback from!

3 Upload Resume

Under the resume widget click upload resume, upload PDF, select industry of choice, edit/add education and experience information, upload resume.

4 Schedule and Complete AI-Interview

Under the interview widget click schedule, choose date and time, receive email confirmation, spend time practicing, click start interview, submit.

5 Connect with your Advisor or Career Center

Schedule an appointment for feedback on how to get involved and add more skills and experiences to your resume.



quinncia.io/access



WHY QUINNCIA?

The way employers process job applications has changed, and so should your application.

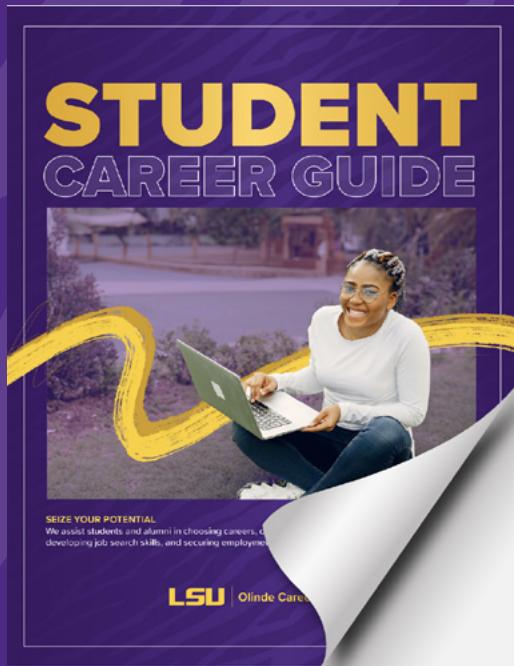
97% of employers screen resumes, video interview, or another assessment tool

75% of resumes run through online hiring systems (ATS) are rejected by the system before they can be seen by a real person (on average)

Online hiring systems assess resumes and interviews differently than humans do. In order to put forward your best application, look at it from the perspective of AI.

Quinncia's AI career consultant Quinn is here to help

LOOKING FOR MORE?



LEARN MORE IN
OUR EXPANDED
CAREER GUIDE



OLINDE CAREER CENTER

158 LSU Student Union | 225-578-2162 | citizen@lsu.edu | lsu.edu/citizen