

## 2021 Skills Workshops – Resume, Cover Letter, Interviewing Skills Live Q&A

Questions	Answers
Thank you for the thoughtful advice. Could the panel share some advice regarding cover letter for applications for faculty position? (e.g. typical length, differences between cover letter and research statement)	Cover letter connects your resume to the job description/role. How have your past experiences prepared you for this role and how will this role prepare you for your future aspirations. 3-4 paragraphs, definitely one page.
How do you suggest individuals early in their career, such as freshmen in college, utilize networking?	I would recommend joining school clubs or volunteer groups where you can network with others. Follow or join a page or company you are interested in on LinkedIn and connect with a few individuals with background you feel connected to or interested in their path
How can you use old volunteer experience to your advantage, especially since the COVID-19 pandemic has hindered a lot of in-person experiences?	Most every institution/organization/company will take the impact of COVID into account with application materials. If those old experiences are relevant, include them! And be sure to make clear, in some way, what you were trying to do while opportunities were limited.
What should be the focus when asked if you have any questions at the end of the interview?	What is most important for you to know. If you need flexible work arrangements, ask about that. If you care about Diversity & Inclusion, ask about that. And so on :)
what is the next step after being rejected from your dream job?	Ask if you can have any feedback. May not happen, but you never know if you don't ask. Then look for similar positions at the same or other institutions. Were there places to improve your candidacy? If so, make it a point to develop in those areas.
Do you recommend asking questions at the end or throughout the interview?	At the end unless the interviewer facilitates or invites opportunities to ask questions during
What if someone has work experience that may not be related to the area of internship/job applied but still thinks still it can be mentioned in the resume to show the ability to work within team and showing responsibility.	Depending on industry and position: relevant experience can be broader than you might think. If the position is people focused: what experience do you have engaging with people? In what contexts? Can you make the connections for your reviewer?
Should I ask about a specific salary during a job interview? And how important is salary for an entry level position with a recent bachelor's graduate?	There may be different opinions on this but I strongly encourage to ask the recruiter! "Can I ask what is the salary range for this position?" I think salary is important for any level position! Don't sell your worth short. Be prepared to answer the question "what are your salary expectations?" you can do some research through glassdoor and more for what approximate ranges are and then based on your experience you can find where you may be on that range.
How can we best prepare for a panelist interview? What do interviewees overlook about this style? Any one thing we can do to distinguish ourselves in this style of interviewing? Thanks!	Prepare the same way as a regular interview! They will ask questions back to back. The only difference is they may probe more and more since there are things each of them want to ask to get more out of your answer. Bring your energy, make connections between questions asked of each interviewer.
How long should an SOP be ? Words, page?	About a page and a quarter/half single spaced
If you're doing a virtual interview, is it okay to keep your notes, questions, or resume on the side of the screen to refer to?	I would keep it on a paper to the side and notify your interviewer that you have notes. You want to be able to maintain eye contact with the interviewer (ie looking at the camera)
Should the resume be submitted as PDF?	Follow those instructions if that is the specific request from an employer.
As a nontraditional student if it is taking more than 4 years to complete your degree, how far back should experiences go?	Try to keep it post high school, if possible. As we have all said, be sure to include all relevant experiences to start then trim down as needed.
What kind of points should I be sure to put on my resume for an internship opportunity as a early high school student with no internship experiences?	See what the requirements are for that internship. Know that an internship open for a high school student will take into account that you might not have a ton of experiences. Clubs can be added.
Can these sessions be put on our resumes?	If they are relevant, if you continue to attend BSCP programming we suggest putting that you are a member of the organization on your resume when appropriate

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