



**THE OHIO STATE UNIVERSITY**

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**Effective Interviewing and Resume Updates:  
*How to Give Yourself the Competitive Edge***

Sarah Conley, Laura Connolly, & Lindsey Tapp  
Talent and Organizational Development - Office of Human Resources



# Top 6 Job Hunting Mistakes

1. **Applying to a position without cause**
2. **Not networking**
3. **Not including a tailored cover letter**
4. **Not including a resume or including an unorganized resume**

Ex: <http://www.pvijobs.com/JaneDoesResume.pdf>

5. **Not researching the company or preparing for the interview**

Resources: <http://hr.osu.edu/talent/recruitmentandselection.aspx>

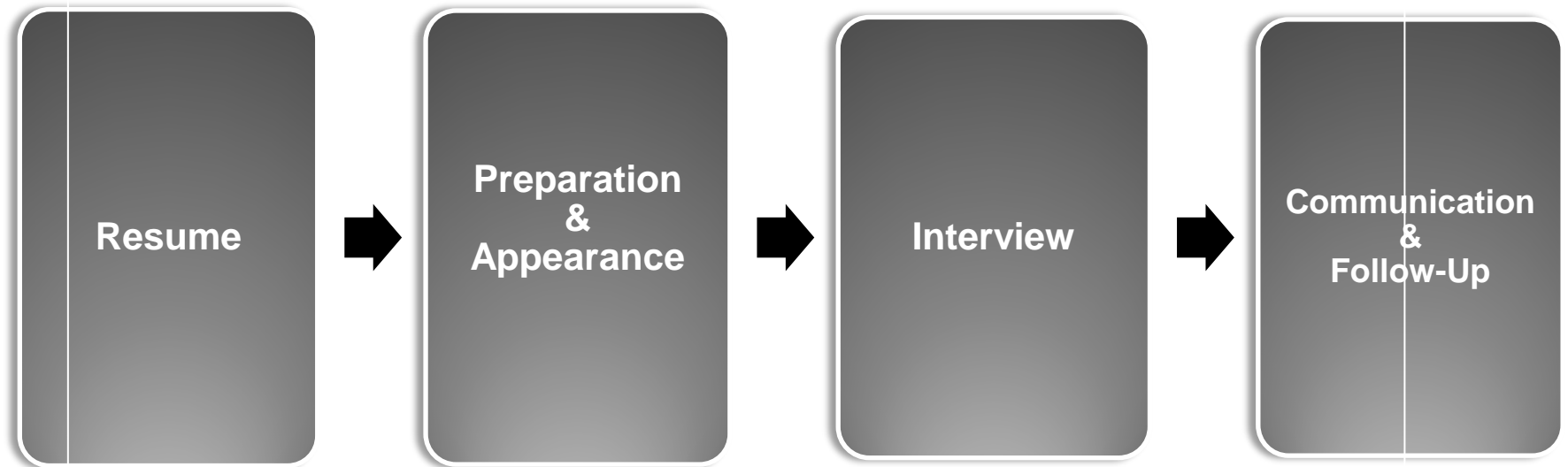
6. **Lacking professionalism**

Email Etiquette

Follow-up/Thank You

Time Management

Interview Outfit





# Resume

- Consistent formatting
- Readable font
- Professional format (know your audience)
- Keep it current
- Linear
- User your cover letter to tell the story
- Be conscious of length
- Keep it professional (user discretion)
- Check grammar and spelling



# Preparation

- Know the Job
- Environment
- Position Description
- Commercial
- Be prepared to back-up your experiences and attributes
- Research the unit (i.e. strategic plan, mission, organizational chart, etc.)
- Be prepared to answer “Why do you want this job?”

# Appearance

- Attire
- Grooming
- Firm hand shake
- Eye contact
- Appropriate small talk



# Interview

- Know how your experiences and skills align with the position description
- Greet all those you encounter
- Always stay professional (refrain from casual lingo, facial expressions)
- Be confident, not arrogant → mirror and match
- Be a good listener
- Ask thoughtful questions
- Focus on what you can provide them, not what they can provide you
- Keep all your previous experiences positive
- If not covered, make sure to ask when to expect follow-up communication



# Follow-up

- Send an email within 24 hours to all interviewers with 2-3 bullet points highlighting what you have learned about the position
  - Be aware of technology
  - Be professional
  - Personalize
- If not being considered to move forward, be gracious and remember this is still part of the interviewing process
- Future opportunities



# Applying to the Job:

## How to Tailor your Resume & Cover Letter

**Know What  
You Want**

**Career Goals**

**Know Where  
You Are**

**Current Skills  
& Experience**

**Know How to  
Get There**

**Next Steps**







# Activity 1: Resume Review



## Resume Writing Template

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Information (Phone & Email)

### EDUCATION

Master of \_\_\_\_\_  
Name of University \_\_\_\_\_  
City, State \_\_\_\_\_  
Expected Graduation : \_\_\_\_\_ (if applicable)

Bachelor of \_\_\_\_\_  
Major: \_\_\_\_\_  
Minor: \_\_\_\_\_ (if applicable)  
Name of University \_\_\_\_\_  
City, State \_\_\_\_\_  
Expected Graduation : \_\_\_\_\_ (if applicable)

### WORK EXPERIENCE

*(List most recent position first. This section can include part-time and full-time jobs, internships, volunteer leadership positions, course projects, etc. Focus on pulling forward key responsibilities, skills, programs, etc. that you know are required for the position to which you are applying too. This should include bullet points of your job duties and responsibilities.)*

Company Name, Position Title City, State	Time Frame
• _____ • _____ • _____ • _____ • _____	_____
• _____ • _____ • _____ • _____ • _____	_____
• _____ • _____ • _____ • _____ • _____	_____



## Resume Writing Template

• \_\_\_\_\_  
• \_\_\_\_\_

### RELATED SKILLS

• \_\_\_\_\_  
• \_\_\_\_\_  
• \_\_\_\_\_  
• \_\_\_\_\_

### AWARDS & RECOGNITIONS *(professional awards and honors can be listed in this section)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### VOLUNTEER WORK *(If applicable)*

*(Volunteer positions can be listed here or within an Activities section. If directly related to your objective, they should be included in your Relevant Experience section and not duplicated here.)*

\_\_\_\_\_  
\_\_\_\_\_

Refer to your resources packet for the “Resume Template” activity document



## Activity 2: Create Your Commercial

### The Office of Human Resources



THE OHIO STATE UNIVERSITY

# CREATE YOUR COMMERCIAL

You need a **personal commercial** to pitch your product—you! When introducing yourself at networking functions or first speaking to a potential employer, you need to be able to quickly describe your career goals and relevant experience that you have to offer.

A personal commercial is essential when attending networking events and job fairs. You should be confident and prepared to share why you are a good fit for available opportunities.

The elements of your commercial should include:

- Your name
- Indication of your present status/situation
- Brief overview of your skills/strengths/experiences – emphasize any information that directly connects with that particular individual or the employer for whom they work.
- A link to a next step – generally a request for information or assistance.

#### Example (Interview):

Hello, my name is Scarlet Gray. I am an administrative assistant in the College of Pharmacy. My current role has grown to provide significant responsibility in fiscal areas. I have enjoyed learning about the different fiscal processes here at the university and have found that it is a natural fit with my skill set. I have spent several years honing my analytical and administrative skills, which I have found to be very useful when accomplishing fiscal tasks. I am interested in moving into a more fiscal focused role within OSU, which is why I am interviewing for your current Fiscal Officer opening.

#### Example (chatting with a recruiter after a networking session):

Hi, I'm Scarlet Gray. Thank you for facilitating this session and providing information to help us manage our careers. I am currently employed as an executive assistant and am interested in getting involved in a role that focuses on project management. The role I held prior to my current role was as a Project Coordinator. Now that I've worked in a similar, but alternative career, I have recognized that I would like to focus my career on project management again. Would you be willing to speak with me to discuss types of opportunities to target? Do you have anyone in your network that you could recommend I speak with to learn more about opportunities in project management?

#### Example (chatting with a colleague from a different business unit):

Hi Brutus, as you know, while I love my current role, I'm also starting to seriously think about what I want my next step to be. When our HR Generalist was out last summer for a couple of months, I took on a lot of her duties and realized how much I liked HR and that surprisingly, I'm good at it! Since Jane returned I've continued to help out on different projects and have also served as her back up. I've decided that I would like to move into a full-time HR role. I noticed on the job postings this week that an opening in your unit was just posted. I am interested in applying for the position. Would you be willing to take a few minutes later this week to tell me more about your college so that I can better target my cover letter? Also, when I finish my application would you be willing to refer me to your HR Manager?

Refer to your resources packet for the "Create Your Commercial" activity document



# Networking for the Next Step

“According to the U.S. Bureau of Labor Statistics, 70% of all jobs are found through networking.”

(Yale College; Retrieved From <http://ucs.yalecollege.yale.edu/content/networking>)

- **Action Steps**
  - **Reach out of your comfort zone**
  - **Commercial**
  - **LinkedIn**
  - **Alumni Groups**
  - **Professional Associations**
  - **Follow through**
  - **Be prepared**
  - **Be proactive**
  - **Be aware of your online presence**



### Connections

- Alumni Groups
- Add Connections
- Find Alumni

### Jobs

- Apply
- Save Searches

### Interests

- Groups
- Companies



# QUESTIONS

## Contact Information

Office of Human Resources  
Talent and Organizational Development  
1590 N. High Street

**P:** 614-292-1050

**E:** [talentacquisition@osu.edu](mailto:talentacquisition@osu.edu)



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\_\_\_\_\_

Full Name

\_\_\_\_\_

Address

\_\_\_\_\_

Contact Information (Phone & Email)

## EDUCATION

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Name of University

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**Company Name, Position Title** **Time Frame**

City, State

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Company Name, Position Title** **Time Frame**

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- \_\_\_\_\_
- \_\_\_\_\_
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- \_\_\_\_\_

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## Resume Writing Template

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- \_\_\_\_\_
- \_\_\_\_\_

### RELATED SKILLS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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# Administrative Associate 1

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## Position Information

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### Position Information

#### Top Message

**Both current Ohio State employees and the general public may apply for this unclassified professional position.**

#### Message to Applicants

#### Number of Positions Available

1

#### University Title

Administrative Associate 1

#### Working Title

Department Manager

#### Department

Greek & Latin

#### Department Location

Columbus

#### Requisition Number

380960

#### Summary of Duties

Serves as the fiscal, HR, and academic services manager for the Department of Classics consisting of 18 faculty, 7 auxiliary faculty, 36 graduate students, 3 undergraduate student assistants and 4 staff members; manages all service and support functions of the department; manages all budgets for the department including the Center for Epigraphical and Palaeographical Studies; monitors fiscal and HR activity; establishes controls to maintain budget limitations; collaborates with department chair to prepare department budget projections and plans; collaborates with center directors to prepare budget projections and plans; approves all requests for services and department and center purchases; maintains fiscal records; prepares budget reports; advises chair regarding finances and reports; reconciles fiscal and HR data and reports; processes expenditure documents; designs and maintains fiscal databases; develops and analyzes fiscal data; hires, trains, supervises, evaluates, and assigns workload to staff and student employees; manages performance management processes for department; analyzes personnel activity and personnel data to advise chair in decision-making; maintains personnel databases and HR records; prepares HR forms and documentation; reviews and approves personnel functions, such as definition of duties, reporting relationships, selection and assignment of staff, performance evaluations, salary increases and reclassification; resolves operating problems and employee relations issues; works closely with the Business Services Center on processing of HR and fiscal transactions; manages administrative organizational structure and recommends then implements changes to meet established objectives; determines present and future staffing requirements; initiates and develops administrative policies and procedures; establishes and

implements departmental and center policies and procedures for compliance; collaborates with ASC Tech in the development of data information systems for various needs; manages priorities on space and facility allocation; represents the department to other administrators and outside agencies on administrative policies and procedures; schedules courses in SIS; analyzes enrollment statistics; provides support for website duties; serves as content editor for administrative procedure webpages.

### Additional Information for Applicants:

#### Pre Employment Screening

Requires successful completion of a background check.

#### Required Qualifications

Bachelor's degree in Business Administration and related field or an equivalent combination of education and experience; experience in an administrative role with fiscal and human resources job responsibilities.

#### Desired Qualifications

Knowledge of University policies, rules and regulations; knowledge of accounting principles and applications; experience using university systems including, eRequest, SIS, PeopleSoft, HRA and eReports; advanced knowledge and proficiency with MS Word, Excel and Outlook; supervisory experience.

**Target Salary** \$41,000 - \$48,000 Annually

**Job Category** Administrative and Professional

**Job Appointment (FTE%)**  
100.0

**Full/Part Time** Full-time

**Temporary or Regular** Regular

**Posting Start Date** 03/22/2014

**Posting End Date** 03/30/2014

**Dept Contact Name** Prak,Jennifer Renee'

**Dept Contact Phone** 614/247-4476

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* What prompted you to apply for this position at The Ohio State University? Please be as specific as possible (i.e. OSU Website, CareerBuilder, Monster, Internal OSU Referral, Professional Journal, Dispatch, Chronicle, etc.).

(Open Ended Question)

2. \* Are you related in any way to a faculty/staff member in the unit of the position for which you are applying?
  - Yes
  - No
3. \* Select the box that best represents your educational training:
  - Attended school but did not receive high school diploma or GED
  - High school diploma or GED, but no college credit hours
  - Completed less than 45 college credit hours, but did not graduate
  - Completed 45 college credit hours, but did not graduate
  - Completed 90 college credit hours, but did not graduate
  - Completed 135 college credit hours, but did not graduate
  - Completed 180 college credit hours, but did not graduate
  - Completed an Associate's degree
  - Completed a Bachelor's degree
  - Completed a Master's degree or higher
4. \* Select one box that best represents your number of full years paid employment:
  - Some, but less than one full year of employment
  - 1 full year or more of employment
  - 2 years
  - 3 years
  - 4 years
  - 5 years
  - 6 years
  - 7 years
  - 8 years
  - 9 years
  - 10 or more years
5. \* Do you have at least one year of experience in an administrative role with fiscal and human resources job responsibilities?
  - Yes
  - No
6. \* Do you have at least one year of experience using university systems including, eRequest, SIS, PeopleSoft, HRA and eReports?
  - Yes
  - No
7. \* Do you have at least one year of supervisory experience?
  - Yes
  - No

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## Required Documents

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Required Documents

None

Optional Documents

1. Resume
2. Cover Letter

### 3. Other

# Executive Assistant

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## Position Information

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### Position Information

**Top Message**

**Both current Ohio State employees and the general public may apply for this unclassified professional position.**

**Message to Applicants**

**Number of Positions Available**

1

**University Title**

Executive Assistant

**Working Title**

Executive Assistant

**Department**

Academic Affairs Admin

**Department Location**

Columbus

**Requisition Number**

371736

**Summary of Duties**

The Executive Assistant will be responsible for providing comprehensive administrative support for the Associate Provost for Discovery Themes; assists the Associate Provost on a range of issues, special projects, and daily activities; independently performs administrative work of a complex nature handling confidential information; reviews, coordinates and maintains schedule and calendar of activities; researches information and provides guidance to the Associate Provost on pertinent issues; assesses inquiries and concerns directed to the office, determining course of action and delegating to the appropriate person to manage; organizes and prepares agendas and itineraries; creates and reviews documents, including reports, presentations, correspondence, news releases, letters, memos, contracts and forms; arranges and coordinates travel. Position requires a team orientation, excellent attendance, and the ability to serve as a positive and helpful representative of the Associate Provost and works on special projects as needed.

**Additional Information for Applicants:**

**Pre Employment Screening**

Requires successful completion of a background check.

**Required Qualifications**

Bachelor's Degree or an equivalent combination of education and experience; excellent written and oral skills, excellent organizational skills, ability to prioritize work and activities, extensive Microsoft Office Skills and progressively responsible administrative experience in education or industry.

**Desired Qualifications**

Experience as an administrative associate to a senior leader.

**Target Salary**

\$43,000 - \$45,000 Annually

**Job Category**

Administrative and Professional

**Job Appointment (FTE%)**

100.0

**Full/Part Time**

Full-time

**Temporary or Regular**

Regular

**Posting Start Date**

10/20/2012

**Posting End Date**

10/28/2012

**Dept Contact Name**

Houser,Roberta Jean

**Dept Contact Phone**

614/292-5881

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* Select one box that best represents your number of full years paid employment:

- Some, but less than one full year of employment
- 1 full year or more of employment
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 or more years
- No Response

2. \* Select the box that best represents your educational training:

- Attended school but did not receive high school diploma or GED
- High school diploma or GED, but no college credit hours
- Completed less than 45 college credit hours, but did not graduate
- Completed 45 college credit hours, but did not graduate
- Completed 90 college credit hours, but did not graduate
- Completed 135 college credit hours, but did not graduate
- Completed 180 college credit hours, but did not graduate
- Completed an Associate's degree
- Completed a Bachelor's degree
- Completed a Master's degree or higher
- No Response

3. \* Do you have at least one year of experience as an administrative associate to a senior leader?

- o Yes
  - o No
4. \* Are you related in any way to a faculty/staff member in the unit of the position for which you are applying?
- o Yes
  - o No
5. \* What prompted you to apply for this position at The Ohio State University? Please be as specific as possible (i.e. OSU Website, CareerBuilder, Monster, Internal OSU Referral, Professional Journal, Dispatch, Chronicle, etc.).

(Open Ended Question)

6. \* Do you have at least one year of Microsoft Office Skills and progressively responsible administrative experience in education or industry?
- o Yes
  - o No

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## Required Documents

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Required Documents

None

Optional Documents

1. Resume
2. Cover Letter
3. Other





THE OHIO STATE UNIVERSITY

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**Effective Interviewing and Resume  
Updates:**

*How to Give Yourself the Competitive Edge*

Resource Packet

BUT FOR OHIO STATE



**Resource Links:**

<http://hr.osu.edu>

<http://careers.osu.edu/alumni>

<https://www.shrm.org>

<https://www.linkedin.com>

<https://www.facebook.com>

<https://twitter.com>

<http://www.plaxo.com>

<http://www.jobster.com>

<http://www.craigslist.org/about/sites>

<http://myworkster.com>

<http://visualcv.com>

<http://www.jobfox.com>

**BUT FOR OHIO STATE**

## How to Upload Your Resume to LinkedIn:

1. Login to your LinkedIn account and go to your profile page
2. Click on the 'Edit' button located to the right of your profile picture:



3. Under the 'Summary' tab you will see a box that allows you to 'Upload File'. Click this button and select the document you would like to upload (uploading the document may take a few minutes):

