

## *Resumé and Interview Tips*

### RESUMÉ TIPS

Resumés are a representation of you to your future employer. It is your potential employer's first contact with you and it will leave a lasting impression – good or bad. This is why it is important to take the time to create a first-rate resumé that will land you your next interview.

- Keep your resumé content simple and concise as it relates to the position and the employer.
- Use organized tabs, resumé templates, and bullets to help keep your resumé visually appealing and professional.
- Include relevant information – name, contact information, goal/objective, education, career history, relevant clinical rotations or internships, accomplishments that relate to the desired position.
- Remember that the resumé is for the employer. They want to see the skills and background in their job posting echoed throughout your resumé.
- Be prepared to tailor your resumé to each position that you intend to submit your information so that your skills are relevant to the position and are clear to the employer.
- Make sure that you have a professional email address that consists of some combination of your name.
- Do not lie in your resumé. Do not embellish.
- Use proper grammar and spelling.
- Do not provide a list of references on your resumé.
- Proofread. When you are done proofreading, do it again.

### PREPARING FOR YOUR INTERVIEW

Congratulations! The hard work you put into your resumé has paid off. After years of schooling, studying and preparing to be the best in your field – you have landed an interview. Below are a few tips on how to prepare for the big day.

- Research the hospital, private practice or company that will be interviewing you. You should know their background, size, mission, services and what they have to offer the community. It's okay if you don't know every detail, but you should take the time to research your potential employer.
- Prepare a list of questions to ask your interviewer.
- Study your resumé. Seeing your achievements in print will help jog your memory so you are prepared to discuss them during your interview.
- Be prepared to discuss recent situations, tasks and problems; how you handled them and the final result. Remember to be concise!
- Role play so that you can be prepared to discuss and support past career/education accomplishments with specific information targeted towards the employer's needs.
- Review your interview tips and potential interview questions. Write down answers to the questions if that will help make your answers more concise.
- Research the location of your interview so you don't get lost trying to find it.
- Prepare a list of three to five references. The majority of your references should be professional (someone who worked with you or supervised you). If you are a new graduate, professors or clinical instructors will work as well. Make sure your references know that the employer may be contacting them and that they need to represent you professionally.

## THE BIG DAY

- Dress appropriately. A suit for both men and women is typically the appropriate dress for an interview.
- Make sure to bring copies of your resumé for everyone who will be present at the interview. If you don't know how many people will be present bring three, just in case.
- Bring two copies of your reference list.
- Arrive 10 to 15 minutes early in order to fill out any paperwork.

## INTERVIEWING TIPS

- Remember that you can be professional and still show your personality.
- Offer to distribute copies of your resumé and reference list to your interviewers.
- Make eye contact and do not fidget or chew gum.
- Keep your answers concise and to the point. Make sure that you are sharing information that is relevant to the position and to what the employer needs to know.
- Be positive. Avoid making negative comments especially in regards to past employers.
- Listen to what the interviewer is saying. Make sure to wait your turn before responding.
- Encourage the interviewer to tell you more about the company and the position.
- Show the interviewer that you are excited about the position by asking concise and relevant questions at appropriate points during the interview.
- Do not discuss salary or benefits unless the interviewer brings up the subject. Maintain a professional attitude during this portion of the discussion.
- At the end of the interview thank the employer for their time. Ask them if they need any other information. If you are excited about the position tell them in a professional manner.
- Make sure to either get your interviewers' business cards or take note of their contact information so that you may send them a thank you note or email after your interview.
- Throughout the course of an interview you may realize that the position is not the best fit for you. Maintain your professionalism and continue the interview as planned. You NEVER want to ruin a potential professional contact.

## POTENTIAL INTERVIEW QUESTIONS

There is no guarantee that your interviewer will ask you any of these questions. However, being familiar with these types of questions and having prepared answers will help you be more organized for your upcoming interview.

- Why did you choose your health care field?
- What did you like and dislike about your training?
- Describe a time when you were faced with a stressful situation that demonstrates your coping skills.
- Give a specific example of a time when you used good judgment and logic in solving a problem.
- Give a specific example of a time when you set a goal and were able to meet or achieve it.
- Give a specific example of a time when you had to conform to a policy with which you did not agree.
- Tell me about a time when you had to go above and beyond the call of duty in order to get the job done.
- Tell me about a time when you had too many things to do and were required to prioritize.
- Give me an example of when you had to make a split-second decision and the outcome of that decision.
- Tell me about a difficult decision you have made in the last year.
- Give me an example of when you tried to accomplish a task 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 an upset patient or co-worker.
- Tell me about a time when you delegated a project effectively.
- Describe a time when you anticipated potential problems and developed preventative measures.
- Tell me about a time when you missed an obvious solution to a problem.
- Tell me about a time when you encouraged and motivated your co-workers.
- Give me an example of a time when you used team work to accomplish a goal or task.
- What do you see as the benefits of using team work to achieve a goal or task?
- What are your career goals? Do you want to specialize? What is your ideal setting?



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