Interview & **Résumé** Preparation

In this PDF, you will find tips and resources to help you prepare an effective **résumé** as well as interview tips and skills.

Résumé writing and preparation:

1. Do I need to send a résumé? It is important to find out if your college wants you to include a résumé with your application. At Loyola, we welcome your **résumé** and encourage you to submit it, but it is not required. You can also choose to list your work experience, activities, awards, community service, etc. directly in the space provided on the Common Application.

2. Ask yourself, "Does my résumé provide insight that isn't already on my application?" Look over your application and if you have run out of areas to include internships, awards and experiences, then sending a résumé could be helpful for an admission office.

Characteristics of a good résumé:

1. Font size should be between 10- 12 pt.
2. Do **not** have an "Objective" section or a "Summary" section (unless experienced or very compelling)
3. Include current high school and anticipated graduation date
4. Include professional/work experience —this could be a job, internship, shadowing opportunity
5. Submit the résumé in PDF form
6. Check for grammar, spelling and consistent format
7. Include one phone number and one email address

Please refer to the included sample résumé that was provided by Loyola University Maryland's Career Center for guidance.

Interview Preparation

Interviews can be a great way for you learn more about a university and for the admission office to learn more about you. Interviews also demonstrate your interest in a college. Some schools require interviews as part of the admission process, others do not. At Loyola, we do not require interviews but are happy to schedule 1-on-1 meetings with prospective students if requested. These personal meetings are informal and will not be used to evaluate students for admission. Below you will find a list of interview tips and tricks.

Basic Interview Tips:

1. *Arrive on time:* Whether your interview is on the internet or in person, always show up on time. It is best practice to arrive five minutes beforehand. If you have agreed on a public place, make sure you have a way of identifying the interviewer.

2. *Come prepared with questions:* Interviewers will range from admission staff members to alumni, so it is a good idea to have a wide range of questions. Remember if you're interviewing with an alum, they may not know the answer, but they will be able to provide you with the contact information of someone who will.

3. *Come prepared with answers to common interview questions.* Examples of common interview questions include:

   a. Why do you want to attend Loyola Maryland?
   b. What do you want to study at Loyola?
   c. How would you describe yourself?
   d. Tell me about some of the extra curriculars that you are involved in?

4. *Dress the part:* If you are having a formal interview, you might want to consider an outfit that is business professional. If you do not have one, a nice shirt will do. It is best practice to make sure that you have time to prepare yourself for your interview. You do not want to show up sweaty from practice.

5. *Relax:* This can be a hard one to imagine, but people can pick up if you are nervous. Try to have fun and remember that the interviewer is trying to show that their college would benefit from having you attend.

6. *Follow up afterwards:* Within forty-eight hours, send a follow up thank you letter to the person who interviewed you. It is also alright to send a follow up email. Thank the interviewer for their time and that you enjoyed learning more about what they had to offer.

Digital Interviews

Often employers will set up a phone call or a video to meet with a potential candidate to learn more about them before deciding if they would like to move to the next stage, typically an in-person interview. Digital interviews can be helpful if a candidate lives far away and can allow employers more time to meet with potential hires. Digital interviews are becoming more common as ways to connect students face-to-face with admission teams without requiring an in-person meeting

Digital Interviews tips and tricks:

1. *Do a technology run through*: Technology is unpredictable and so it is a good idea to do a complete run through of the platform you will be using. This includes, but is not limited to, checking your lighting, microphone, and webcam beforehand.

2. *Keep in mind lighting:* It's important to keep in mind light sources when conducting a digital interview. If possible, it is recommended that you do not have bright lights above you or in the background, particularly shining toward your webcam as this will create shadows on your face and may darken your image. For best lighting, place the light source behind your webcam, laptop, or tablet shining toward you to brighten up your image. Natural light, such as windows and can often provide a softer light but have a great effect.

3. *Dress for a digital interview:* If your interview is via webcam there are a few things you can do to look professional.
   a. Do not wear white or black colors. Webcams will have a hard time picking up white and can wash out the rest of your screen. Black can cause the image to become pixelated.

        b.   Do not wear a "busy" pattern if possible.
        c.   Softer, solid colors work well.

4. *If possible, arrange yourself around a neutral background:* A plain wall, bookshelf and two feet of space between you and the wall should do the trick

5. *Maintain good eye contact and posture:* It is important to come off as confident during an interview and eye contact can be a helpful tool. You can resize your screen and move the window closer to your webcam because this will give you the closest approximation to real human eye contact. With regards to posture, finding a nice balance that is comfortable for you is appropriate. Remember, often the interviewer will not see your legs.