

Office of Career Services

Saint Peter's College

104 Glenwood Avenue

Henneberry Hall

Room 31

Graduate Student Job Search Guide

SAMPLE COVER LETTER

[Your Name]
[Street Address]
[City, State Zip Code]
[Date]
[Company Name]
[Street Address]
[City, State Zip Code]

Mr. [Recipient Name]

I am writing to express my interest in XYZ Leadership Development Program. I first learned of this program during the panel discussion at which you spoke, and after attending the information session I was sure that this program was a perfect fit for me. I have always found the complexity and vast functions of the banking and financial services industry particularly intriguing. This interest coupled with the skills I have acquired at Saint Peter's College would make me an asset to XYZ.

I am currently completing my Master's degree in Management at Saint Peter's College, and during my undergraduate and graduate education at Saint Peter's College, I have developed a solid foundation in the core areas of business. For your convenience, I have highlighted how my skills correspond to the requirements of the Leadership Development Program.

Program Requirements

- Excellent interpersonal and communication skills
- Strong leadership and sales ability
- General knowledge of the financial services industry

Personal Fit and Accomplishments

- Demonstrated strong written and oral communication skills as an intern at Smith Branch.
- Proven ability to interact with individuals from diverse backgrounds due to my study abroad experience.
- Minor in Media Studies.
- Served as a student fundraiser in the UGA Office of Development. Created revenue for the school by generating more than \$8,000 in additional donations.
- Maintained two leadership positions, Honor Board Member and Director of Foundation, for my Sorority.
- Excellent performance in business classes, with a current G.P.A of 3.67.
- Six (6) hours of Accounting as a Master's student.

I believe that my strong interest in the financial services industry, particularly in the principled practices of XYZ, combined with a superior education and relevant work experience makes me an excellent candidate for your training program. Thank you for your time in looking over the enclosed materials, and I look forward to discussing how I can help XYZ with you in person soon. Please do not hesitate to contact me at RJones@mail.spc.edu or 123-456-7890 with any questions you may have.

Sincerely,
[Your Name]

SAMPLE COVER LETTER

[Company Name]
[Street Address]
[City, State ZIP Code]

[Date]

Dear [Recipient Name]

As an M.B.A. in Management student at Saint Peter's College School of Business, I hope to continue my passion for human resources and consulting once I graduate in May 2012. For this reason, I was excited to come across the Early Career – Human Capital OPI Consultant position posted on ABC Consulting website. I strive to work for ABC because it is a value-based company that provides opportunities for advancement and growth to its people, clients, and communities, and I know this approach has helped you become the leading consulting firm that you are today. With my background in business, human resources, consulting, and leadership, I am confident that I can make profound contributions to ABC's people based culture and reputation for success.

Here is an overview of the key requirements for the position and some of my applicable skills:

Business Acumen: I have excelled in relevant M.A. in Management courses such as Financial Management, Managerial Economics, Quantitative Business Modeling, Business Communications, and Organizational Behavior. Most recently, I was invited to join Beta Gamma Sigma, an honors society for business students and scholars.

Analytic and Problem-Solving Skills: I am currently serving as a student consultant for LMN, an HVAC company based in New York City. Last semester, I completed a talent management project for LMN, in which I developed new incentive packages, motivational strategies, and performance evaluation methods for their team of 40 salesmen. I also implemented a data analysis project for LMN, in which I designed and implemented LMN's first in-depth analysis of its Preventative Maintenance sales since 2004. I investigated barriers and competition in existing markets, and I created new business strategies to enhance their financial performance.

Verbal and Written Communication Skills: As a liaison between the Center for Family Life (CFL) and the Summer Youth Employment Program (SYEP) during the summers of 2007 and 2008, I was given the opportunity to exercise strong communication skills. For example, I interacted with SYEP participants on a daily basis, and I provided critical updates to senior-level directors at CFL through weekly meetings and written evaluation reports. Likewise, my consulting experiences at LMN allowed me to foster my communication skills through consistent interaction with various people within LMN, including a marketing associate, HR manager, and CFO.

Project and Time Management Skills: When I served as the publications intern for the Women's Studies Center at the University of Virginia, I developed and edited the Center's first Web accessible e-newsletter; served as the editor-in-chief of their gender-oriented magazine; and produced all promotional materials for the Center. Since these projects had concurrent deadlines, I relied heavily on project and time management skills. For example, I established goals, set schedules, and prioritized tasks. This allowed me to achieve success in all my endeavors. The electronic format that I developed for the Center's e-newsletters, for example, is still in use today.

Teamwork: Whether it is working on team projects in the M.A. program or rallying and fundraising with members of the Asian Awareness Coalition at the University of Virginia, teamwork is something that I exemplify and embrace. The ALANA Cultural Center at the University of Virginia recognized this, and they awarded me a Student Appreciation Award in 2008 for my passion and ability to bring diverse groups together.

I trust that these interests, skills, and successes, combined with my enthusiasm for a career in management consulting, serve as qualifications for the Early Career – Human Capital OPI Consultant position at ABC. I look forward to hearing back from you at your earliest convenience, at which time please contact me at JSmith@mail.spc.edu or 123-456-7890. Thank you in advance for your time and consideration.

Sincerely,
[Your Name]

SAMPLE COVER LETTER

[Your Name]
[Street Address]
[City, State Zip Code]
[Email} [Phone]

[Date]

[Company Name]
[Street Address]
[City, State Zip Code]

Dear [Recipient Name]:

My previous work experience as a marketing intern and my current studies in management will allow me to succeed in the Centennial Internship at TMN. After being referred to this position by Tom Jones, as well as speaking to Allison Smith, a Sales Analyst within the Food Lion account, and learning more about TMN's dedication to exceptional products and to continuously developing its employees, I have become confident that I would be an excellent candidate for this role. Due to its status as a leader in trusted brands both in the United States and internationally, and its continuous development of new products over the past 100 years, TMN will certainly remain a top choice for its customers. I believe that my personal values, ability to work independently and be personally accountable make me a great fit for your company and this internship.

During my internship at APCO, my undergraduate experience at the Auburn University and my business classes at Saint Peter's College, I have been able to cultivate the communication and technical problem solving skills necessary to succeed as Centennial Intern. As a marketing intern, I focused on developing new customer relationships while managing quality assurance with existing clients. These duties have also developed my effective communication and interpersonal skills. Additionally, the managerial skill set that I am gaining at Saint Peter's will be an asset as I have been able to work under strenuous deadlines while prioritizing many different projects simultaneously. I have experiences both participating and leading cross-functional teams, and Saint Peter's emphasis on case studies, as well as my work with GHI has improved my ability to effectively analyze data, identify problems and pinpoint actionable solutions that deliver results to the business.

My passion for sales, marketing and fostering relationships matches directly with the responsibilities required for the Centennial Intern and I believe that my qualifications prove that I would be an asset to the TMN team.

I look forward to hearing from you within the next few weeks to talk about the possibility of an interview. Should you have any questions before that time, please feel free to contact me via phone 123-456-7890 or via email A.Jones@mail.spc.edu.

Thank you in advance for your time and consideration.

Sincerely
[Your Name]

SAMPLE POST INTERVIEW THANK YOU LETTER

[Date]

Dear **[Recipient Name]**:

Thank you for the time you and your associates spent the other day to interview me for the position of Senior Financial Analyst.

I wanted to let you know that I would love to be a part of your team and can bring valuable experience and skills to this position. If I am selected, I will make it a priority to build strong professional relationships with other members of your team, and quickly determine where I can add the most value while maintaining your excellent team spirit.

My 5 years of experience as a financial analyst with John Hancock combined with my exceptional finance skills developed here in Saint Peter's College MBA program will allow me to add value in ways that can immediately affect your bottom line. I look forward to the possibility of joining your team, and getting to know you better.

Sincerely,

[Your Name]

SAMPLE RESUME

Name

Address

Phone Number

Email

Education

Saint Peter's College, Jersey City, NJ

May 2010

Master of Business Administration, Management

Saint Peter's College, Jersey City, NJ

May 2009

Bachelor of Science, Marketing

Professional Skills

Quantitative Analysis

- Analyzed raw data and created statistical models through use of probability distribution, ANOVA, chi-square analysis, regression analysis, and forecasting

Market Analysis

- Competed in Markstrat Simulation; designed and branded products, gauged demand, and identified target markets by analyzing market research data such as semantic and multidimensional scales measuring consumer preferences, market growth forecasts, and competitor sales force forecasts; garnered 40% market share by the end of the simulation

Professional Experience

Student Consultant

Talent Management

ABC Company, Jersey City, NJ

August 2009-Present

- Identified 2 areas for improvement in the employee benefit package by designing and conducting employee benefits survey to probe employee satisfaction

Business Analysis

- Identified weaknesses in maintenance and monitoring process for power supply and AC/cooling systems by deriving process lead teams from delays and overlaps in maintenance schedule

- Formulated recommendations for integrating maintenance and monitoring processes by proposing shift from outsourcing to in-house

Resource Manager

Operations Management

LMN, New York, NY

Summer 2008

- Coordinated pre-arrival activities for international refugees, including distribution of donations

- Secured local housing for 40 refugees a month

- Supervised a team of 20 volunteers and organized community support to set up housing, as well as sort and deliver donations

Advocacy

- Communicated on refugees' behalf with property owners and management companies for leasing issues

- Interpreted for Spanish-speaking clients and translated documents between Spanish and English

Resident Advisor

Leadership

UNC-G, New York, NY

August 2006-December 2007

- Served as a leader, mentor, mediator, and policy enforcer to groups of 30-60 residents

- Represented the University to parents through frequent communication and newsletters

- Provided engaging and educational programming through collaboration with a staff of 5

Finance Committee Chair

Budget Development

ABC, Jersey City, NJ

August 2005-December 2007

- Reviewed operating figures and presented monthly summaries to the Leadership Council

MA COMBINATION RESUME

Name

Address

Phone Number

Email

Education

Saint Peter's College, Jersey City, NJ

Master of Business Administration, Management; GPA: 3.6

May 2010

Saint Peter's College, Jersey City, NJ

Bachelor of Science, Accounting; GPA: 3.8

May 2009

Professional Finance and Leadership Skills

- Analyzed annual reports and relevant financial statement using key performance metrics as a student consultant for XYZ Company
- Constructed statistical models in Microsoft Excel designed to optimize managerial decision-making
- Applied concepts such as confidence intervals, multiple regressions, forecasting, and linear programming
- Elected team president for a business simulation and led the team to a first place finish
- Analyzed pro forma financial statements, demand forecasts, and market research data
- Participated in a two-day, Training the Street: Financial Modeling workshop and developed a practical understanding of financial modeling
- Constructed a dynamic model of ABC Company using information from the firm's 2001 10-K filing
- Consulted with local businesses in Nicaragua and taught a seminar on personal finances and budgeting

Professional Experience

Intern

GHI, New York, NY

Summer 2008

- Advised fund executives on market research and due diligence of potential investments, resulting in informed and sound decision-making
- Analyzed and submitted business plans and presented findings to fund executives
- Conducted research on relevant markets and industries proposed to the angel network
- Selected to develop a marketing plan for a durable medical equipment business to combat stagnant sales

Summer Analyst

YZ Advisors, Jersey City, NJ

Summer 2007

- Increased market awareness throughout the company by completing daily pre-market summaries of U.S. and Asian markets
- Built a Black-Scholes option pricing model with live stock feeds in MS Excel
- Analyzed luxury housing market and composed a 70 page report of findings to help executives better assess the business proposal

Research Analyst

Representative Joe Smith, Jersey City, NJ

Summer 2006

- Raised campaign awareness through the creation of a summer newsletter for 140,000 constituents
- Authored articles, edited copy, and checked accuracy in weekly newsletter publication
- Researched and compiled talking points for Representatives Thomas for media interviews and fundraising speeches

Accomplishments

Student Athlete, Saint Peter's Swim Team

Fluent in written and spoken Spanish

Eagle Scout Award

Member, Omicron Delta Kappa

Interview Attire Q&A

Interview Attire and Etiquette

You don't need a lot of clothes to dress well for an interview, but what you have should be of good quality, properly fitted, clean, well pressed, and in good taste. When you open your closet to select what to wear, keep in mind that your objective is to look businesslike but fashionable, and above all, comfortable. You do not want to overdress or under dress. The style, fit, and color of the clothes you wear contribute to the image you want to project.

Each company will have its own guidelines, so it is important to know your future or potential employer before you meet them. How liberal or conservative is the dress code? Don't try to set any new standards, especially in the interview. When in doubt, it is better to be conservative than be too flashy or casual.

In addition to appropriate dress, business etiquette is also an important part of the interviewing process. Many times, companies schedule luncheon interviews or social functions for potential hires. Employers are concerned that their hires are able to work in harmony and will be a good match for their organization. Knowing how to behave in social and business settings and making that right first impression with contacts and interviews is important for survival in the business world.

Guidelines for What to Wear

What kind of suit is appropriate for the interview?

According to Julie King in *The Smart Woman's Guide*, women should dress "stylish but conservative." Opt for a fashionable business suit in a low-key color such as navy, black, or grey. Patterns are acceptable if they are extremely subtle, such as a fine dress tweed or pin stripe. The jacket should have long sleeves, with a straight or pleated skirt. A coatdress, with clean, simple lines, is also acceptable attire. Again, subtle colors. Men should wear a two-piece, single-breasted suit in navy, black, or charcoal, wool or wool blend, and solid or very thin pin stripes. If at all possible, avoid the shiny polyester.

What about accessories?

Women should carry a small, simple purse. Men, if you are not yet in the habit of carrying a wallet, now is the time to start, and the place for it is in one of the inner chest pockets of your suit. A brief case is not necessary. However, a leather portfolio or notebook holder is a good idea for on-site interviews; on campus, a notebook to hold a few extra resumes would be appropriate. Now is the time to wean yourself from your faithful backpack.

What is the correct skirt length for business?

Whatever is the most flattering to both your legs and your profession? Consider what happens when you sit down in a short skirt. Would you be comfortable? Try on skirts of various lengths, and then determine what your personal hemline should be for each style of skirt: slim, pleated and full. Generally, slim skirts look better at the knee while pleated and full skirts look best considerably longer.

Does it matter what kind of tie I wear?

Yes. You should wear a tie that matches your suit. Bright yellow, pink and the “power tie” concept are no longer the vogue. Wear a conservative tie with a simple knot.

What do you mean when you say “conservative tie”?

Silk in a simple stripe or repeating pattern, with no more than three colors. The background color should be neutral perhaps navy, dark grey, or burgundy; a paisley tie, in muted dark colors, is modern yet conservative for young men.

Can I wear a pantsuit to the interview?

A pantsuit can be very smart and professional looking provided that the jacket is tailored to fit with matching slacks and is worn with a simple no frill, no tie blouse. However, if you are unsure of a company’s policies regarding proper dress, call the personnel office for more information. A woman in a pantsuit, by some organization’s standards, could be considered a “non-candidate.”

What are the appropriate shoes to wear?

For men, shoes should be leather, black or brown, and polished with no worn down heels. The wing tip and other plain lace-up shoes are the traditional footwear. Slip-ons work as well if they are dressy and in good taste. Business socks should be over-the-calf, never ankle length or even slightly droopy, and should match your pants or shoes. White gym socks – *never!*

For women, the best shoes are plain pumps with one to two inch heels. You can go higher if you don’t feel tall enough, but make sure you can still walk quickly and steadily. Shoes should be of high quality leather in black or the color of your suit. Wear sheer stockings in a skin tone. *Never* wear black or opaque stockings with light or white shoes.

I was told to dress casual for my interview – what is casual?

Never wear jeans, T-shirts, tennis shoes, sandals or boots to an interview. Appropriate business casual is usually a pair of slacks, shirt, and sports jacket.

I have only one suit. How can I change my look?

Your suit should always be clean and professionally pressed, worn with an all-cotton, well-ironed white or possibly light blue, long sleeved dress shirt. Wearing a different tie can dramatically change the look of your suit. A woman may accent her basic outfit with a different blouse, or she may add a scarf or a simple small pin.

I do not own a suit and I do not have a lot of money to purchase one. Where can I shop to find an inexpensive one?

You can find suits, dress shirts, blouses, and shoes that are very inexpensive and in good taste at thrift shops, Salvation Army, discount stores, consignment shops, and outlet stores. Remember that the key is a simple style in a conservative color. If you find a dark suit with contrasting buttons, replace them with buttons the color of the suit, have it cleaned and professionally pressed, and you will look like a million!

Is it appropriate to wear perfume or cologne?

It is nearly impossible to tell how strong a fragrance your own perfume or cologne is emitting. What seems like a pleasant whiff of scent to you may overpower someone else. In addition, your interviewer may be allergic. So, why risk it? Don't wear any scent at all, and no, a little dab is not okay. The most attractive scent is your natural, fresh smell after a bath or shower with deodorant. If unscented antiperspirant works for you, stop there!

If you smoke, avoid smoking in your interviewing outfit. Cigarette odors cling to your clothes for several hours and smoking to most employers is an undesirable habit.

What kind of jewelry should I wear?

The less the better. Too much jewelry or wrong jewelry can be considered distracting and can elicit negative responses. Women should wear simple earrings, no dangles, and a plain bracelet, if any. A dress rule that pays off: never wear jewelry that is not functional, and keep it simple.

I have worn an earring throughout my college years. Is it okay, as a man, to wear it to my interview?

It is not in your best interest because it breaks the rule of executive dress. This style of jewelry is all right when you are with your friends or even in some work environments, but it is out of place for the job interview.

Should I wear make-up?

If you choose to wear make-up, keep it understated. Iridescent eye shadow, glossy red lipstick and inch long lashes (unless they are naturally long) should be avoided. Opt for healthy, natural look. Your nails should be short with clear or pale polish.

Should I cut my hair to look more professional?

It is not necessary for you to cut your hair, but you should wear it in a groomed style, off your face. It is distracting during an interview to constantly have to push your hair from your face. Your hair should be neat and clean, as well as attractive.

Men should shave and trim their mustache. Beards are probably best left to grow after you get the job. You may want to call the personnel office for information regarding the company's policy on facial hair.

Do these guidelines apply to all organizations, or just the corporate world? What if I'm interviewing for a job with a less formal environment?

Every industry has its own requirements, and knowing what to wear on the day of the interview is vitally important. Always think about the impression you want to make and what clothes will make that impression.

If you are interviewing for a job in a less formal environment, then it may be acceptable for men to wear slacks, a sports coat and a shirt and tie. Women can wear a simple dress or matching skirt and blouse. Whatever you decide should be clean, pressed, and help you look your best.

In the final analysis, creating a first impression is mostly a matter of common sense. Pay attention to your appearance, your body language and manners, and you will go a long way towards convincing interviewers that you are the kind of professional they want to hire.

Questions to Ask Potential Employers

The following is a list of questions broken into categories. To the extent that you have strong needs in any of these categories, the following questions can help you unearth information from your interview. However, be careful with certain questions that might indicate a narrow focus (i.e. fitness programs, family leave, etc.)

Technical/Functional Competence

What are the specific functions of this job?

What problems or issues will I be working on?

How will I actually spend my time each day/week/month?

What type of equipment is used?

What resources and/or budget are available to accomplish this work?

Is your pay structure based on performance and/or expertise?

Is there a company benefit for employee education?

What opportunities are there for professional development?

What is management's view of involvement/leadership in professional associations?

General Managerial Competence

Describe the responsibilities of the job.

What is the organizational structure and how does this position fit in?

To whom will I report? What position(s) report to this position?

How does the person in this position interact with the management team?

What is a typical career path for someone in this position?

What kind of decision making responsibilities does this position have?

How are goals established? When goals are met, how is performance rewarded?

Is there an incentive program?

What is the managerial style of the organization/supervisor?

Does the company promote from within?

Autonomy/Independence

Do employees have the option of flex-time or working at home?

How often will I be expected to be in the office?

What are you looking for/what do you need in this employee?

To whom will I report? What is his/her management style?

How will my performance be judged?

How will I interact with others in the organization?

Security/Stability

Tell me about the company's history, structure, performance, current status.

How does this position fit into the structure and help me to meet goals of the company?

What are the short term and long term goals of this organization?

Would you describe a typical day/week/month in this position?

How are goals established in this position? On what criteria are pay increases based?

What type of benefits do you have?

Entrepreneurial Creativity

- Do I have the financial stability/backing necessary to go into business for myself?
- Do I have the support (emotional and financial) of my family to enter this venture?
- Have I done my homework on this industry, my plan and relevant trends?
- Do I need a benefit package?
- Can I begin this business while maintaining a more traditional job?
- Is this the right time for me to do this?
- Do I really want to pursue an entrepreneurial activity or do I just need autonomy?

Service/Dedication to a Cause

- What is the philosophy/culture of this company?
- What are the organization's mission/vision/goals?
- How will I interact with my team and superiors?
- What do you see me contributing to the company?
- What would a typical day/week/month be like?
- Does this company formally encourage charitable contributions or community involvement?
- How are goals established and performance evaluated?
- How does this company differ from its competitors?

Pure Challenge

- What are the most difficult challenges in this position?
- What are the problems you would have me working to resolve in the first few months?
- What would you like done differently by the next person who fills this job?
- Describe a typical day/week or project. Is there variety in the position?
- How are goals established and performance against goals evaluated?
- Describe a typical career path for someone in this position. How quickly can one advance in this company?

Lifestyle

- What is the organizational philosophy of the company?
- How does management view employees?
- What benefits are available to employees who get the job done (e.g. flextime, day care, fitness)

Action Verb List

Accelerated	Calculated	Drafted	Formulated	Integrated	Optimized	Recruited	Simplified	Tracked
Achieved	Captivated		Formalized	Intensified	Orchestrated	Rectified	Simulated	Transferred
Acquired	Captured	Earned	Forged	Interacted	Organized	Redesigned	Sold	Transformed
Adapted	Catalogued	Edited	Formed	Interpreted	Originated	Reduced	Solicited	Translated
Adjusted	Categorized	Elicited	Founded	Intervened	Outlined	Reengineered	Solved	Trimmed
Administered	Championed	Eliminated		Interviewed	Overhauled	Referred	Spearheaded	Tripled
Advertised	Chaired	Encouraged	Gathered	Introduced	Oversaw	Regulated	Specified	Tutored
Advised	Charted	Engineered	Generated	Invented		Rejuvenated	Spoke	
Advocated	Clarified	Enforced	Governed	Involved	Patented	Remodeled	Sponsored	Unified
Augmented	Classified	Enhanced	Guided		Performed	Reorganized	Staffed	Unraveled
Allocated	Coached	Enlisted		Launched	Persuaded	Reviewed	Staged	Upgraded
Analyzed	Coded	Established	Hired	Led	Planned	Revised	Started	Utilized
Appraised	Collaborated	Estimated		Leveraged	Pioneered	Researched	Streamlined	
Approved		Evaluated	Identified		Prepared	Repaired	Stretched	Validated
Arbitrated	Decided	Exceeded	Illustrated	Managed	Presided	Reported	Strengthened	Verified
Arranged	Debugged	Executed	Imagined	Marketed	Programmed	Represented	Stressed	Visualized
Articulated	Defined	Expanded	Implemented	Maintained	Promoted	Resolved	Structured	Volunteered
Ascertained	Delegated	Examined	Improved	Masterminded	Proposed	Restored	Succeeded	
Assembled	Delivered	Expended	Improvised	Maximized	Presented	Restructured	Summarized	Won
Assessed	Demonstrated	Experimented	Increased	Mediated	Projected	Retrieved	Supervised	Wrote
Assigned	Designed	Explained	Individualized	Merged	Prioritized	Revamped	Supplied	
Attained	Developed	Expedited	Influenced	Mentored	Processed	Revised	Synthesized	
Audited	Devised	Explored	Informed	Moderated	Proliferated	Revitalized	Systematized	
Authored	Diagnosed	Extracted	Initiated	Modified	Promoted	Routed		
Awarded	Directed	Extrapolated	Innovated	Monitored	Publicized		Tabulated	
	Discovered		Inspired	Motivated	Purchased	Saved	Taught	
Balanced	Dissected	Fabricated	Installed			Scheduled	Terminated	
Benchmarked	Diversified	Facilitated	Inspected	Negotiated	Recaptured	Screened	Tested	
Budgeted	Diverted	Figured	Instituted		Recommended	Selected	Trained	
Built	Documented	Financed	Instructed	Observed	Reconciled	Serviced	Traded	
	Doubled	Forecasted	Insured	Operated	Recorded	Shaped	Traced	

Career Management Center
Interview Guidelines: Can Do, Will Do, and How Hit?

Characteristics	1 Need Improvement: You Will Not Get Job	2 Average: You Might Be Called Back	3 Excellent: You Should Get A Job Offer
Interview Approach:	Did not smile, greet, introduce self, look in eyes and/or shook hands incorrectly when meeting interviewer	Did an adequate job of greeting and introducing self, had some eye contact, shook hands and developed some rapport	Smiled, greeted, shook hands correctly and developed rapport when meeting interviewer
Appearance:	Wore poor fitting or wrinkled clothing, no suit, disheveled appearance, scuffed shoes	Wearing suit but ill fitting, appearance is adequate but not polished or impressive	Wore tailored business suit, impeccably groomed with polished shoes, carried portfolio pad or briefcase
Knowledge of Organization:	Had not done research and could not describe company or match skills and experience at the job	Had done some research and had sketchy idea of company, did some matching to skills and experience	Conducted extensive research and knew companies' products or services, culture and competitors and matched to their skills and experience
Self Marketing:	Is unclear about skills, traits, strengths and experiences as it relates to position; does not use commercial to tell story	Described skills, traits, strengths and experiences, needed more examples; needed compelling story	Clearly and concisely described skills, traits, strengths and experiences with examples; uses commercial to tell compelling story
Voice:	Is monotone, hard to hear or too loud and disinterested	Needed to express, articulate and convey more enthusiasm	Is expressive, articulate, well-modulated and enthusiastic
Body Language:	Slumps, too relaxed, does not face interviewer, has closed body posture & gestures; seems disinterested	Needed to show more interest by sitting up straight, leaning in and increasing open body posture & gestures	Sits up straight, leans toward interviewer with open body posture and gestures to convey interest
Self-Confidence:	Rambles, makes grammatical errors, seems unsure and uncomfortable, goes too slow or too fast; uses "um", "and," "like"	Needed to improve projection of self confidence appearing more poised, at ease and engaged	Projects self confidence, articulate, engaging, poised, at ease with well paced responses and pauses
Interview Delivery:	Did not identify if they can do the job, and are they fit for the position	Adequately identified goals, skills, and experiences and matched some skills and experiences to job requirements	Clearly & succinctly outlined their competence, willingness, and fit for job & with company; matched goals, skills, & experience with job requirements
Responds to Questions:	Answered with vague, non-descriptive responses, rambled, seemed more concerned about own needs than company's needs	Did not fully answer questions, used STAR examples with poorly developed Action and Results sections	Answered with organized, succinct and value added responses using STAR examples to sell skills, experiences and traits
Asked Questions:	Did not ask questions or asked questions about own needs such as salary or benefits	Needed to research, prepare and ask more relevant questions	Asked prepared, relevant, well researched questions about job duties and company needs
Closed:	Does not match qualification with job requirements, thank interviewer or show interest in job	Needed to succinctly and clearly match qualifications to job requirements and ask for position	Matched qualifications with job requirements as covered in interview, thanked interviewer & asked for position