

THE JOB PREPAREDNESS HANDBOOK

HUTCHINSON COMMUNITY COLLEGE

Career Services



Updated March 2025

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For more information or help with the resources in this handbook, contact Career Services Coordinator Rick Kraus at krausr@hutchcc.edu or (620) 728-4464.

CareerZone

Hutchinson Community College has partnered with College Central Network® to power its career management platform Career Zone.

Career Zone is designed to provide students with employment opportunities and career development resources. It features part-time jobs, internships, and full-time employment, making the job search experience easier. Find relevant career resources, including the resume builder, Career Document Library and the award-winning College Central Podcast. Be sure to take advantage of these career guidance opportunities.

Job Listings

- Search for part-time, full-time and internship positions.

Resume Upload

- Create and upload your resume for employers to view.

Document Library

- Read about writing cover letters, building resumes, interviewing and more.

To create a student account in CareerZone:

- Go to www.collegecentral.com/hutchcc
- Select 'a Student' in the "I am..." box.
- Click 'Sign Up'.
- In the User ID field, enter your 9-digit HutchCC Student ID from your photo ID, or DragonZone at Dashboard > My Profile. The ID is in parentheses, to the right of your name.
- Create your password, and re-enter it in the field provided.
- Complete your profile.
- **Congratulations!** You are ready to access the online job board and career resources!

Hard Skills vs Soft Skills

1. What are soft skills- personal habits and traits that shape how you work on your own and with others. Examples of soft skills:
 - a. Problem-solving
 - b. Effective communication
 - c. Patience
 - d. Work Ethic
 - e. Adaptability/Flexibility
 - f. Teamwork
 - g. Creativity
 - h. Integrity
 - i. Leadership
 - j. Time management
2. What are hard skills- technical knowledge or training that you have gained through any life experience, including in your education or career. Examples of hard skills:
 - a. Using Excel
 - b. Speaking a foreign language
 - c. Welding
 - d. Web development
 - e. Marketing
 - f. Network security
 - g. Photo editing
 - h. Project management
3. On a resume- When creating a resume, it's best to include four to six hard skills and the same number of soft skills. List your skills that are most relevant to the role you are applying for.
4. Which is most important- Employers value both hard and soft skills. Certain roles require candidates to possess specific hard skills, as this ensures they can successfully complete specific job duties. Soft skills are also essential and can enable you to develop and apply your hard skills effectively.
5. Learning hard and soft skills- Soft skills are attributes that you can develop through everyday interaction, and practice, repetition, and training. You can develop hard skills in many ways, including on-the-job training, apprenticeships, coursework, and college programs.

RESUME WRITING

A resume is a brief, concise document that describes your skills, accomplishments, and experiences. Customize your resume for each application, emphasizing relevant qualifications. Tailor each resume to the position you are applying for, using the job description for key words and desired skills.

Guidelines

- Create in Word or Google Docs; not Canva or other similar programs.
- Use a standard font such as Arial, Calibri, Times New Roman or Helvetica
- Font size 11 or 12 is recommended.
- Keep margins consistent using .5-1"; left align text, right align dates.
- Don't use header/footer, text boxes, tables, or columns.
- Use simple section titles such as "Work History," "Education," and "Skills."
- Remember to upload resumes using PDF to preserve formatting.
- Proofread for typos and flow.
- Always use white or ivory stationery with black ink.
- Keep the tone professional: no slang, graphics, humor or texting abbreviations.

Header

- A resume header should be clear, professional, and easy to read.
- Your name should be the most prominent feature in the resume header, use a larger font (like size 20-24) and bold formatting to make it stand out.
- Don't use the word "resume" in your header.
- Include your city, state, phone number, and professional email address. Do not include your street address.

Professional Summary/Objective

- The summary or objective is your first chance to tell why you're the best fit for the job. It summarizes your top achievements and skills relevant to the job.
- Search resume examples for inspiration and guidance when crafting your own summary.
- Keep your summary/objective short. It should be 1-4 sentences in length.
- Tailor each summary to the job by using keywords and phrases from the job description.

Work History

- Format: job title, company name, company's location, and dates of employment.
- Summarize your work experience with three to five bullet points per job.
- Start each bullet point with an action verb. (See page 20 for action verb examples.)
- Highlight achievements instead of everyday tasks and include numbers when possible.
- If you don't have work experience, it's acceptable to use apprenticeships, volunteer work and academic projects that demonstrate your ability to perform the job you want.

Skills

- Bullet a balanced mix of hard skills and soft skills for your resume.
- The skills must highlight your strength as a candidate and showcase your abilities to perform the job.
- The best skills for a resume are those presented in the job description and your strongest job-relevant skills.
- The professional summary/objective will highlight your strongest job-relevant skill(s).

Education

- Where you put education on a resume depends on your career goals, work experience and resume format.
- Emphasize any academic achievements.
- Order your schools from most recent to least recent. Use bullet points to make your education information easy to read.
- If you have an incomplete degree, showcase job-relevant coursework, projects, and recognitions. Include your anticipated graduation date.

Certifications, Licensing, and Training (if relevant)

- The title of the certification, course, or license.
- Name of the certifying agency.
- The date you obtained each certificate.
- The expiration date of your certificate. If you have not yet finished the course, write “In Progress” with the expected date of completion.

***Visit [resume.com](https://www.resume.com) and [Hloom.com](https://www.hloom.com) for resume examples.

Duke Dragon

ddragon@email.com | 620-555-4464 | Hutchinson, KS

PROFESSIONAL SUMMARY

Determined Business Manager with excellent skills in mathematics, communication and organization with proficiency in Microsoft products.

EDUCATION

Hutchinson Community College

Associates, Business Management

GPA: 3.75/4.00

Hutchinson, KS

Expected May 2025

WORK EXPERIENCE

Hutchinson Community College

Secretary Assistant

Hutchinson, KS

August 2024 - Present

- Field phone calls and direct callers to appropriate individuals across four telephone lines
- Type memorandums and emails, enter information into the database and organize files
- Maintain inventory of office supplies in Excel and reorder as necessary

Chili's

Server

Hutchinson, KS

March 2023 - July 2024

- Presented menu option to patrons and answered questions about menu items, making recommendations upon request
- Assisted host or hostess by answering the phone to take orders to go as well as greeting, seating and thanking guests
- Stored food in designated contains and storage areas to prevent spoilage and increase shelf life

SUMMARY OF SKILLS

- Excellent communicator
- Patient
- Problem solver
- Team player
- Word, Excel, and PowerPoint
- Organization
- Project management

HONORS

- Honor roll- three semesters

Duke Dragon

ddragon@email.edu | 620-555-4464 | Hutchinson, KS

PROFESSIONAL SUMMARY

Exceptional Mathematics Teacher seeking a role where I can utilize my mastery of the subject to instill a passion for math in young adults.

EDUCATION

Wichita State University

Wichita, KS

Bachelors of Science, Mathematics Education

Expected May 2025

GPA: 3.61/4.00

- Key Coursework: Instruction Design, Classroom Management and Assessment, ESOL Principles and Practices, Teaching Diverse Populations

Hutchinson Community College

Hutchinson, KS

Associates

May 2023

GPA: 3.75/4.00

EXPERIENCE

Southside High School

Northville, KS

Student Teacher

August 2024 - December 2024

- Taught freshmen algebra and sophomore geometry
- Created lesson plans and aligned plans with structured goals to increase student performance
- Graded tests and assignments and provided actionable feedback to students
- Differentiated instruction to increase learning for all students

WORK HISTORY

Chili's

Hutchinson, KS

Server

June 2023 - July 2024

- Presented menu option to patrons and answered questions about menu items, making recommendations upon request
- Assisted host or hostess by answering the phone to take orders to go as well as greeting, seating and thanking guests
- Stored food in designated contains and storage areas to prevent spoilage and increase shelf life

Hutchinson Community College

Hutchinson, KS

Secretary Assistant

August 2022 - May 2023

- Fielded phone calls and directed callers to appropriate individuals across four telephone lines
- Typed memorandums and emails, entered information into the database and organized files
- Maintained inventory of office supplies in Excel and reordered as necessary

CERTIFICATIONS

State of Kansas Teaching License expected June, 2025

AARON FITZGERALD

Greensboro, NC 27401 | 555-555-5555 | example@example.com

Professional Summary

Dependable and punctual construction team member bringing physical strength, superior work ethic and dedication to teamwork. Use both manual and heavy equipment methods to complete tasks. Eager to offer talents to new company in managing and budgeting area.

Work History

Lead Builder

Apr 2018 - Current

Rollins, Inc

Houston, TX

- Work with 17 construction workers to install new structures, update systems, and replace electrical and plumbing components.
- Check daily work orders to prepare materials and supplies for five projects over timeframe accurately.
- Perform site evaluations, customer surveys, and team audits.

Builder

Mar 2016 - Apr 2018

J&K Builders Of NC Inc.

Greensboro, NC

- Inspected products and conducted repairs or maintenance as needed.
- Read blueprints, drawings, and sketches to fully grasp requirements.
- Skilled in use of all tools necessary to cut, shape and smooth lumber and other material (e.g. fiberglass) according to measurements.

Builder Coordinator

May 2012 - Feb 2016

Elite Flooring

Greensboro, NC

- Filled claims for manufacturing defects and helping A/R with the application of payment, invoicing, and check reconciliation.
- Managed homebuilder installations, organization, paperwork, and communicating with Elites Field Managers and the Installation Department.
- Focused on new construction scheduling and coordination for large national and regional home builders.

Skills

- Custom design experience
- Construction supervision
- Budget administration
- Electrical knowledge
- New construction and renovation
- Subcontractor oversight
- Blueprints and schematics
- Safety and compliance

Education

Bachelor of Science: Contracts Management

05/2012

Greensboro College

Greensboro, NC

COVER LETTER

Purpose: A cover letter offers an introduction to a potential employer, highlighting your qualifications and interest. A resume focuses on skills and work experience. The cover letter provides insight into your hard and soft skills, attitude, and motivations. Employers may review cover letters to assess how well you align with their company culture and how you can apply your experience to meet the job's requirements. An effective cover letter connects your career goals with the company's values. Always customize a cover letter to the position you are applying for.

Parts of a cover letter:

1. Header (same as resume): Your name, city, state (no street address), email address and phone number
2. Employer name and address
3. Greeting: Use actual name if possible or Dear Hiring Manager
4. Opening paragraph: Write an eye-catching opening paragraph. Mention who you are, why you're applying, and a standout achievement to raise interest.
5. Body (1-3 paragraphs): Explain what you've been doing that makes you a good fit. Use specific examples. Provide details on your skills, achievements, and qualifications. Make sure to convey your enthusiasm throughout your whole cover letter. It's important to highlight your most relevant experience, skills, and qualifications for the job.
6. Final paragraph: Include any details not already shared. State how you are looking forward to hearing from them and thank them for their consideration.
7. Professional sign-off: Finish with "sincerely" and add your name.

Tips:

1. Research the company and include relevant details.
2. Have a strong opening statement that makes clear why you want the job and what you bring to the table.
3. Be succinct — a hiring manager should be able to read your letter at a glance.
4. If possible, share an accomplishment that shows you can address a challenge the employer is facing.

NAME

City, State Zip Code | Phone Number | Email

Date

Employer or Recruiter Name (or Hiring Manager)

Company Name

Street Address

City, State Zip Code

Dear Mr./Ms./Dr. Last Name (or Hiring Manager):

Opening Paragraph

State the position you are applying for, how you found out about it, and ask for consideration based on your skills and experiences you have to offer. If you were referred by someone (i.e.: someone you know at the company, a recruiter you met at a career fair, etc.) state that here. Make a general statement summarizing what qualifies you most for the job.

2nd Paragraph

In this section, you want to build a direct connection between the company's needs and your background and skills. Stress what you have to offer, avoid talking about what you want from them. Identify those parts of your experience that will interest THIS employer (refer to the job description if possible). You can draw attention to relevant course work, special projects, and campus activities if they show direct relationship to this position. Do not restate what's in your resume, rather expand upon a specific project or accomplishment.

3rd Paragraph – Optional

Convince the employer that you have the personal qualities, passion, and motivation to succeed at this specific company. Relate your interests/passion to what you know about the company. (Convince the employer that you not only have the skills to do well at the job, but a vested interest in the company, the industry, and the work itself.)

Closing Paragraph

Restate your interest in this position and how your unique qualifications fit the position. Request an interview or tell the reader you are interested in visiting further. Thank the reader for his/her time and consideration.

Sincerely,

Your Signature

Type Your Name

Duke Dragon

ddragon@email.edu | 620-555-4464 | Hutchinson, KS

February 21, 2025

Mr. Frank Smith
Crockett Public Schools
1234 Happy Street
Crockett, KS 55555

Dear Mr. Smith,

I was very excited to see an opening for a mathematics teacher at Crockett High School on kansasteachingjobs.com. As an upcoming graduate of Wichita State University, I am prepared to use the knowledge and skills I have learned while pursuing my education degree to instill a passion for math in the students at Crockett High School. I was honored to be recognized as a Top Performing Future Educator while at Wichita State.

In the job description I found on the Crockett Public Schools website, it mentions you are looking for a candidate with a strong curricular background, a willingness to work with a wide range of students and the ability to diversify instruction. Through my academic studies and my student teaching experience at Southside High School, I demonstrated my abilities in these areas by:

- Earning a GPA of 3.81 in my mathematics courses at WSU
- Teaching students with a free and reduced lunch rate of 63%
- Adapting instruction and assessments for students with individualized education plans

While I am proud of my progress toward becoming a life-changing teacher, I do recognize I have much to learn and look forward to collaborating with your experienced math department.

I am a dedicated and passionate teacher who cares about my students. Thank you for taking the time to review my application materials. If you have any questions, please feel free to contact me via phone or email. I look forward to hearing from you and learning more about this amazing opportunity.

Sincerely,

Duke Dragon

MAGGIE SANDERS

Atlanta, GA 30311 | (555) 555-5555 | example@example.com

Nov. 2, 2023

Eliza Russell, Hiring Manager
Quest Financial Services
Atlanta, GA 30328
555-555-5555
example@example.com

Dear Eliza Russell,

Upon learning about the accountant posting with Quest Financial Services, I was eager to contact you with my interest. When reviewing the job description, I was excited to see how well my experience aligns with your company's needs and position requirements. From reading your company's website, I feel your core mission and culture suit what I offer as a professional.

Throughout my career, I have developed solid accounting skills and my resume outlines my expertise in payroll administration, financial analysis, budgeting and financial reporting. However, my communication, adaptability and problem-solving abilities are equally vital for my success in the accounting field.

I have honed these skills through previous roles in client-facing positions, which required me to explain complex financial matters in simple and understandable terms and renegotiate vendor contracts, saving companies over \$50,000 annually. I enjoy tackling financial challenges, identifying areas for improvement and implementing solutions such as a comprehensive error-tracking system, which reduced financial data discrepancies by 15% in six months.

I am very excited by this career opportunity and am interested in meeting with you to discuss it further. I am confident that my accounting experience, supported by my skills, can bring a unique perspective to your financial management and services. Thank you for your time and consideration.

Sincerely,
Maggie Sanders

Maggie Sanders

CREATING A PORTFOLIO

A portfolio is a collection of documents and work samples that showcase accomplishments, skills, and experiences, to demonstrate potential to employers. Portfolios present tangible evidence of learning and abilities, often including academic projects, internship work, awards, certificates, and relevant extracurricular activities. Many choose to create and house their portfolio online, though some still prefer a physical collection.

- **Purpose:**

To visually present qualifications and achievements, going beyond a resume to provide concrete examples of work and skills.

- **Benefits:**

- Help students stand out during job searches.
- Allow for a more comprehensive presentation of skills and accomplishments.
- Demonstrate critical thinking and problem-solving through showcased projects.
- Provide a platform to highlight transferable skills across different experiences.

- **What to include:**

- Academic projects
- Internship reports
- Awards and certificates
- Leadership roles in clubs or organizations
- Relevant volunteer experiences
- Personal statements or reflections on learning experiences
- References

- **How to Make Your Portfolio**

- Collect your best (8-10) work samples.
- Organize all materials to be used in the portfolio.
- Make it visually appealing.
- Customize portfolio according to position applied for.

- **Portfolio Organization**

- Cover page
- Table of contents
- Cover letter
- Resume
- Portfolio artifacts
- Professional Goals
- Letters of recommendation

JOB SEARCH TECHNIQUES

1. Be patient and persevere: Expect hard work before you find the job that's right for you.
2. Don't be discouraged with setbacks: Expect disappointments and handle them in stride. You may have many "no's" before uncovering the one "yes" which is right for you.
3. Have a positive attitude toward yourself: Nobody wants to employ guilt-ridden people with inferiority complexes. Focus on your positive characteristics.
4. Network: Associate with positive and successful people. The Bureau of Labor and Statistics reports 80% of jobs are found through networking.
5. Set goals: You should have a clear idea of what you want and where you are going. Set high goals that make you work hard. If necessary, reorganize your activities and priorities.
6. Research: Find out all you can about a potential employer before filling out the application.
7. Customize application materials: Do not use generic resumes and cover letters. Customize each according to the company you are applying to.
8. Prepare for the interview: Review possible questions, know what you expect to wear, write out your questions for the interviewer, etc.
9. Be polite, courteous, and thoughtful: treat gatekeepers, especially receptionists and secretaries, like queens and kings.
10. Diversify your search: Use as many paths as possible to find job openings
Places to look for a career:
 1. Attend job/career fairs.
 2. Visit company websites.
 3. Talk to family and friends.
 4. Network, network, network
 5. Contact a company directly.
 6. Use social media.
 7. Internship/apprenticeship opportunities.
 8. Internet job boards (CareerZone, Indeed, etc.)
 9. Use an employment service (Express Employment, The Arnold Group, Team Employment, etc.)

COMPLETING AN APPLICATION

It is extremely important to fill out an application completely and accurately.

1. Read the application before filling it out- Before you start to fill out a job application, read through it first. Collect all the information you need to complete it to the best of your ability.

2. Take Your Time- While completing a job application may seem like a small task, think of it instead as your first opportunity to show an employer how much you care about the job.

Check for misspellings and grammatical errors. Always read through your application several times before submitting it. Keep your information brief and easy to read.

3. Answer completely and truthfully- There may be some questions that do not apply to you, which is fine. Fill in the spaces with “N/A” or “not applicable”.

Answer the questions on your application honestly. To avoid any misunderstandings after employment, be honest about your education, employment history and criminal background.

4. Include your resume- The application lets employers see if they should continue looking into you as a potential employee. Your resume gives you the chance to go into more detail about your skills and previous experience.

5. Fill out job information chronologically- List your most recent job or education first. Some applications will only have room for three or four previous jobs, so you will not need to list more regardless of your work history. If you don't have enough previous work experience to fill out all the lines, list “N/A” in the blank space.

You may also want to list any relevant training and education you have acquired. This might include certifications or degrees you achieved or programs you attended. Add anything extra you've done to further your career on your application.

6. Add references- Prior to completing an application, contact three references for permission to use them. Pick those who have a good understanding of your work potential. Gather email, phone numbers, and addresses. Do not use family or friends.

7. Put in the extra effort- You may sometimes see a section that allows you to add additional comments. You can view this as your opportunity to give even more information about your strengths, skills, and accomplishments. Always use statistics or numbers to show the result of something you did.

If you come across a question asking why you want to work for a particular company, carefully think about your answer. This is the time to show off your skills. Research the position and then list the skills you have that apply.

PREPARING FOR AN INTERVIEW

The interview is the most critical part of the successful job search.

1. Research- Learn what you can about the business before the interview.
 - a. Start with their website, specifically look for the 'about us' section.
 - b. Study the job description.
2. Common questions
 - a. "Tell me a little about yourself."
 - b. "What are your biggest strengths and weaknesses?"
 - c. "Why do you want to work here?"
 - d. "Tell me about a time you faced a challenge in the workplace and how you overcame it."
 - e. "Why do you want to leave your current job?"
 - f. Practice these questions with friends or family.
3. Dress
 - a. Consider the company and work environment.
 - b. Look professional. Use neutral tones. Better to over dress than be under dressed.
4. What to bring
 - a. Notepad and paper to take notes as needed.
 - b. Depending on the position, a portfolio or samples of work completed.
5. Demeanor and non-verbal communication- Smile, Smile, Smile
 - a. Be confident. Show enthusiasm. Sit tall, lean in.
 - b. Make eye contact, but don't stare them down.
 - c. Be mindful of how you act in the waiting room.
 - d. Be personable and friendly.
6. How to answer questions
 - a. Keep answers short and concise. Don't ramble.
 - b. Don't say anything negative about previous employers or team members.
 - c. Give different specific examples for each question.
 - d. Don't guess at answers. If unsure about a question, ask for more.
7. Ask questions
 - a. Come with five or so questions – it shows your interest.
 - b. "What does a typical day look like for a person in this position?"
 - c. "Why do you like working here?"
 - d. "What qualities do your most successful employees have?"
 - e. "What are the next steps in the hiring process?"
8. Finally
 - a. Arrive at the interview 10-15 minutes early.
 - b. Ask for business cards or contact information to send electronic thank you notes, the same day as the interview if possible.
 - c. Be yourself and be confident. Sell yourself as the right person for the job.

Writing a Thank You Note

You've finished an interview for a new job, and you'd like to leave a positive impression. The next step is to write a thank you email, the same day as the interview, if possible. A handwritten note is generally preferred, but mailing can take several days. The note shows appreciation for being considered for the position, an eagerness to receive an offer and provides an excellent opportunity to build off the rapport you established in the interview. Be sure to proofread your email several times.

Indeed offers the following six elements to be included in your thank you email.

1. Subject line- "Thank you for your time" works well for most subject lines.
2. Personalized greeting- Always begin a thank you email with "Dear (interviewer name)".
3. Note of appreciation- Start with an expression of gratitude. Thank the interviewer for taking the time to meet with you. Be sure to include the job title as hiring managers are often filling multiple positions at one time.
4. Recap your qualifications- Provide a short summary of your experience and background.
5. Prompt the next step- Invite the hiring manager to take the next steps in the process. For example, "Please don't hesitate to contact me to arrange a follow-up interview."
6. Contact information- Include both your email address and phone number below your closing signature.

Sample thank you note:

Subject line: Thank you for your time

Dear Mr. Smith,

Thank you for taking the time to visit with me about the elementary teaching vacancy at your school this morning. It was inspiring to hear all that you do for your students and a pleasure to learn more about teachers at your school.

The details you shared about the position and future goals for the school convinced me a teaching position would be an ideal match for my qualifications. I believe my degree in elementary education and five years teaching experience would help me be a valuable contribution at your school.

Sincerely,

Jane Jones

555-555-5555

jane.jones@email.com

ELEVATOR SPEECH

An elevator speech is a brief introduction that summarizes your skills, experience and what makes you unique. Your goal is to make a good first impression and spark interest in additional conversation.

Tips:

1. These are generally about 30 seconds in length.
2. Be positive and persuasive with your limited time. Be clear, concise, and compelling.
3. Deliver your speech to a friend or record it to ensure your message is clear. The more you practice, the better your speech.
4. Formula- your name, your educational background, your professional experiences (or course prep) and what you want to achieve.
5. Provide a firm handshake.
6. Maintain eye contact...don't forget to blink. It's not a staring contest.
7. Smile

Tips to avoid:

1. Don't speak too fast.
2. Don't ramble. Stay away from areas like hobbies and interests.
3. Don't frown or speak in a monotone voice.
4. Don't use jargon.

When to use:

1. When networking.
2. Meeting a potential employer.
3. At a job/career fair.

Sample template:

Hello, my name is _____ and it is nice to meet you. I am a (freshman/sophomore) at Hutchinson Community College majoring in _____. (Include a sentence on courses taken and/or skills learned related to your major.) I'm currently (working, volunteering, etc.) at _____. My goal is to be (a/an) _____ and would like to hear how your company can help me with my desire to become (a/an) _____.

Note: Always show your appreciation by thanking the person for their time and ask if you can reach out later if you have other questions.

| |
|------------------|
| Action Verb List |
|------------------|

| | | | | |
|--------------|--------------|--------------|--------------|----------------|
| Accounted | Consolidated | Executed | Oversaw | Scheduled |
| Adapted | Consulted | Expedited | Participated | Secured |
| Adjusted | Controlled | Explained | Performed | Selected |
| Administered | Cooperated | Facilitated | Planned | Served |
| Advised | Coordinated | Forecasted | Posted | Solicited |
| Allocated | Correlated | Formulated | Prepared | Submitted |
| Analyzed | Corresponded | Furnished | Presented | Summarized |
| Anticipated | Counseled | Generated | Prioritized | Supervised |
| Appraised | Created | Guided | Proceeded | Surveyed |
| Approved | Designed | Identified | Processed | Systematized |
| Arranged | Developed | Implemented | Procured | Tracked |
| Assembled | Devised | Improved | Produced | Trained |
| Assessed | Diagnosed | Informed | Promoted | Transcribed |
| Assigned | Distributed | Initiated | Proposed | Troubleshooted |
| Assisted | Delegated | Innovated | Provided | Updated |
| Audited | Determined | Inspected | Purchased | Validated |
| Authorized | Drafted | Instructed | Recommended | Verified |
| Calculated | Directed | Interpreted | Reconciled | Wrote |
| Circulated | Dispatched | Investigated | Referred | |
| Collaborated | Drove | Issued | Rendered | |
| Collated | Disseminated | Lead/Led | Reported | |
| Collected | Edited | Maintained | Represented | |
| Communicated | Endorsed | Managed | Requested | |
| Compared | Enforced | Monitored | Researched | |
| Compiled | Ensured | Negotiated | Resolved | |
| Computed | Established | Notified | Responded | |
| Conducted | Estimated | Obtained | Retrieved | |
| Conferred | Evaluated | Operated | Reviewed | |
| Conserved | Examined | Organized | Revised | |

Sample Interview Questions

Have a friend or family member ask you these practice interview questions. The more you practice, the more comfortable you will be in the actual interview.

1. Tell me about yourself.
2. Why do you want to work for this company?
3. Why are you leaving your current job?
4. What is your greatest strength and biggest weakness?
5. What is your greatest achievement?
6. Tell me about a difficult work situation you faced and how you handled it.
7. Give an example of when you went above and beyond work expectations.
8. What would you like to be doing five years from now?
9. Do you prefer working independently or on a team?
10. Why should we hire you?
11. How would your current boss describe you?
12. What motivates you?
13. What type of people annoy you?