

Family and Consumer Sciences Assessments (FCSA)

Job Interview Study Guide

Resume Writing:

- Include personal information, contact details, and a professional email address.
- Highlight relevant work experience, skills, and achievements.
- Use action verbs and quantify achievements whenever possible.
- Tailor the resume for each specific job application.

Interview Techniques:

- Practice common interview questions and prepare thoughtful answers.
- Demonstrate good body language, including eye contact and a firm handshake.
- Research the company beforehand to understand its mission, values, and products/services.
- Prepare questions to ask the interviewer about the company and the role.

Workplace Etiquette:

- Arrive on time for work and meetings.
- Communicate clearly and professionally with colleagues and supervisors.
- Dress appropriately for the workplace culture.
- Respect diversity and avoid discriminatory behavior or language.

Networking:

- Build a professional network through social media platforms like LinkedIn.
- Attend job fairs, seminars, and workshops to meet potential employers.
- Practice effective networking skills, including introducing oneself and engaging in conversations.

Follow-Up:

- Send a thank-you email within 24 hours after the interview, expressing gratitude for the opportunity.
- Mention specific points from the interview to show genuine interest.
- Stay polite and professional even if the job offer is not extended immediately.