

The Interview Checklist

1. Cover Letter – 3 parts
 - a. Introduction
 - i. Thank you for reviewing my resume
 - ii. I am interested in the position of...
 - iii. My education and experience fit perfectly with what you are looking for
 - b. Body
 - i. I have a degree from...in...
 - ii. My recent experience is...
 - iii. I would be an asset to your company
 - c. Closing
 - i. Thank you again for your time
 - ii. I can best be reached...
 - iii. I look forward to speaking with you further
2. Resume
 - a. Triple checked by friends and family
 - b. Detailed 1 to 2 pages
 - c. Last 10 years and possibly list of previous
 - d. Specific to position based on stronger qualities you possess in that area
3. Phone Interview
 - a. Let calls go to voicemail
 - b. Call someone who makes you happy first
 - c. Have a copy of your resume with you
4. Face-to-Face (one-on-one)
 - a. Firm handshakes with eye contact
 - b. Body language
 - i. Sit up, lots of eye contact, no fidgeting, positive attitude
 - c. Answers to questions must be well thought out and to the point
 - i. Pause if necessary to think by saying: “great question”
5. Panel
 - a. Take names and use them
 - b. Be extra prepared
6. Group
 - a. Have multiple answers
7. Thank you letter
 - a. NO MATTER WHAT!

By: Cristine Figueroa
Human Resources
Miami International University of Art & Design
Brown Mackie College-Miami
1501 Biscayne Boulevard
Miami, Florida 33132