Supplement to OCI Orientation Handbook

Top Attributes Employers Seek on a Resume:

1. Leadership
2. Ability to work in a team
3. Communication Skills (Written)
4. Problem-Solving skills
5. Communication Skills (Verbal)


Research & Ask Questions:

You should look up information about the company, its industry and position before going into the interview. Your research is crucial for the part of the interview where the interviewer asks, “Do you have any questions for me?” Follow your favorite employers on LinkedIn! They will broadcast information they want you to know!

Good questions to ask could include:

- What are some long-term goals for this department/division/company?
- Why is this position important to the company?
- What qualities do you think distinguish your best performers?
- The job description says that teamwork and communication skills are essential for this job. What other qualities/abilities do you see as important?
- What is the most helpful or important contribution I could make in the first 30-90 days of my employment?
- What have you liked most about working for XYZ company?
- I know you’ve grown by ___% in the past few years. To what do you attribute this and what do you anticipate in the future?
- What changes in products or services do you anticipate in the next few years?
- How would you describe the organizational culture?
- What factors influence the pace of change within your organization/area?
- How is the current economy impacting your business/work?
- What is your company’s philosophy regarding training & on-going professional development?
- What accomplishments do you look for to identify when someone is ready for a promotion?

Stand Out: Do your research on the current activity of the employer, comment on what you’ve read, and ask about the impact of new initiatives.
Sample Thank You Letter

Date (Should be within 24-48 hours after interview)

Name of the interviewer
Title of the interviewer
Name of Employer organization
Street Address
City, State, Zip Code

Dear, ____________,

**First Paragraph:** Thank the interviewer (or group of interviewers), expressing appreciation for the courtesy and consideration extended to you. State the position for which you were interviewed, date of interview, and place where the interview was conducted.

**Second Paragraph:** Reaffirm your interest in the position. Mention anything you feel is important that you may have forgotten in the initial interview and take this opportunity to make up for questions inadequately answered during the course of the interview.

**Third Paragraph:** Show willingness to provide any additional clarifying data or statements, submit any further information you may want to add to your application. Close with a statement of confidence that you have the ability to do the job and express your desire to move forward in the interview process. Thank the interviewer again.

Sincerely,

Your Signature

Full Name (Typed)

Your Full Address
City, State, Zip Code
Email Address
Telephone Number