

Tips for:

Presenting Your Best Self

Undergraduate Community Based Internship Program
Fall 2018 Application Cycle



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Agenda

- Key Points
- Resumes
- Cover Letters
- Interviews
- Next Steps

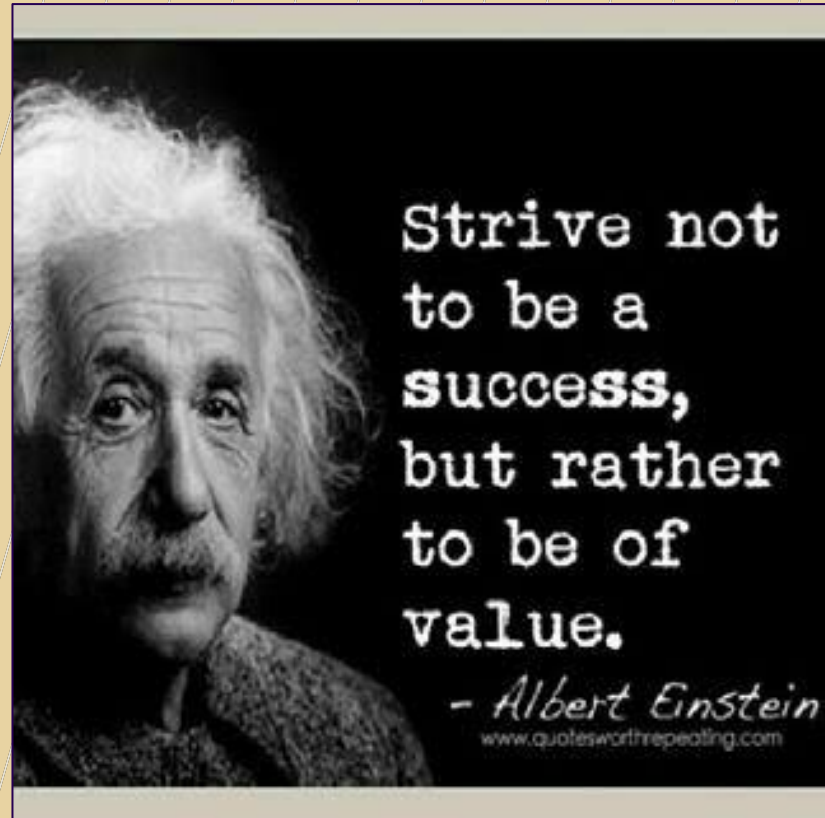


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Key Points



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Key Point 1 – Know Yourself

- Why do you want to be part of the UCBI program?
 - What do you want to **learn**?
 - How do you want to **contribute**?
- What **skills/attributes** would be an asset to community partners?
- What **past experiences** could help you be successful as an intern in a community agency?



Key Point 2 – Know UCBI

- As discussed by previous presenter!
- Some highlights:
 - Non-profit and government work
 - Reciprocal and equitable relationships w/ community orgs.
 - Reflection around power, privilege, equity, inclusion
 - Open to feedback and a desire to grow



Key Point 3 – Know the Orgs.

- Read the internship description, org. website, etc.
- What are they all about?
 - Populations they serve
 - Issues they address
 - Services they provide
 - Philosophy of how they serve
- What seems important to them (in candidates)?
 - Skills/experiences
 - Interests/passions



Key Point 4 – Know How to Sell It!

- You are a salesperson, trying to convince them to “buy a product” – you!
- You have to address their unspoken question... “how can you be valuable to me, this organization, and the people we serve?”
- Focus on your biggest selling points...not every detail about yourself and not your liabilities



Key Point 5 – Take Process Seriously

- Put **time** into your documents and interview prep
- **Tailor** your documents to UCBI and interview answers to specific organizations
- Express **genuine interest** in the program/org
- Be **professional** from start to finish



Resumes



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Resumes – Basics Matter

- Elimination rule (don't give them reasons to)
- 6 second rule (put relevant stuff at the top)
- Be concise (1-2 pages)
- Be readable (decent fonts, margins, etc.)



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Resumes – Make Each Word Count

- Summary of Qualifications (at the top)
- Avoid things like “responsibilities included”
- Action Verb + Task + Result (to describe experiences)
 - Mentored 3 high school students who won scholarship awards for their journalism project.
 - Increased participation by 35% in a student-run study group by advertising meetings on Facebook & Twitter.



Cover Letters

Sometimes I just want someone to hug me and say, "I know it's hard. You're going to be okay. Here is chocolate and 6 million dollars."



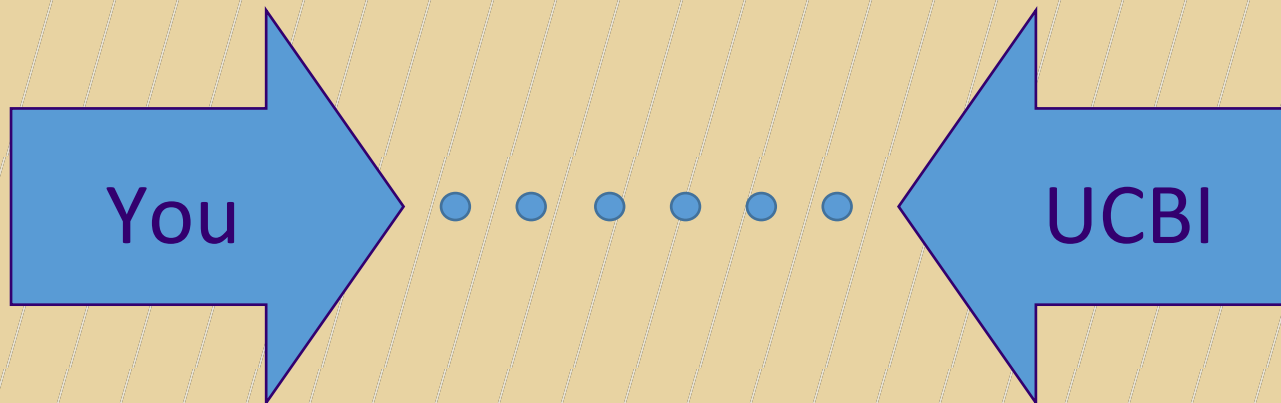
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Cover Letters – Tell Your Story

- Your chance to connect the dots for readers



- You can't cover everything; be purposeful
- Follow directions



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Interviews



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Interviews – 1st Impressions Matter

- Be a little early
- Look put-together
- Be nice to everybody
- To answer “tell me about yourself”
 - Give brief relevant history, mention 2-4 skills that match what they need, and express interest in the organization



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Interviews – Tell Good Stories

- To answer “tell me about a time when” ...
 - Situation
 - Task
 - Action
 - Result
- Tips
 - Pick stories relevant to the position, if possible
 - Talk for 1.5 to 2 minutes



Interviews – Focus on Them

- State connection between your answers and their organization
- Prepare some thoughtful questions to ask
- Send thank-you email within 24 hours



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Next Steps



Resumes

- Look at sample resumes in the Career Guide
- View brief videos - careers.uw.edu/resumes
- Attend Resume Workshop
 - Fri, 10/19, 12:30-1:00
- Have your resume reviewed
 - Online Resume Review
 - Drop In Coaching (10:00-4:00, Tues-Fri)
 - Scheduled Coaching Appointments



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Interviews

- Attend Interviewing Workshop (virtual)
 - Wed, 10/31, 1:30-2:00
- Schedule a Mock Interview
 - Set up appointment through Handshake
 - app.joinhandshake.com/login



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Questions?



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