

INTERVIEW PREPARATION

WHAT IF I DON'T HAVE WORK EXPERIENCE?

What are your interests? Do you like to use computers, play team sports, play your instrument, read or write? Do others confide in you or ask you for advice? What responsibilities have you had? Babysitting or watching younger siblings? Mowing lawns, walking dogs, volunteering? Do you participate in clubs or extracurricular activities at school? Do you help out at MYO rehearsals or exhibit good behavior as an example for others? What is your best school skill? What special achievements do you have? Where do you currently attend school? Where is it located? (town and state) What grade are you in?

“Before anything else, preparation is the key to success.”

--Alexander Graham Bell

Make a list of your skills, special talents, and positive personality traits. This will get you on the right path for your interview! As a young person without work experience, those skills and special talents will speak volumes about you and what you are capable of achieving.

BE YOURSELF, EVERYONE ELSE IS TAKEN

Instead of trying to be the person you think the interviewer is looking for, be yourself. It's the best way to highlight what you can offer, and will make it easier for the organization to determine if you're a good fit.

You don't want to sound robotic throughout your interview—whether answering or asking questions.

It's easy to tell if you aren't being genuine.

EVERYTHING TAKES PRACTICE

Practice isn't just reserved for learning how to play an instrument. It's always a good idea to run through a few practice rounds of interviews with a friend or family member. This will give you a chance to rehearse with different personalities and answer a variety of questions. While it may be awkward, you'll have a safe atmosphere to make mistakes and

learn from them, so you're better prepared.

“Preparation for tomorrow is hard work today.”

--Bruce Lee

Try to avoid saying “um” and don't mumble. Pay strict attention to grammar. Since you can't give a strong handshake when you meet your interviewer, greet them and say your name clearly. An interview is NOT the place for sarcasm, but it's fine to add appropriate humor. Thank the interviewer at the end.

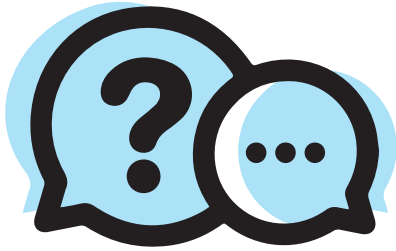
SAMPLE INTERVIEW QUESTIONS

How would you describe yourself?

What are your long and short term goals?

What are some of your strengths and weaknesses?

What failures have you experienced? What have you learned from your mistakes?



Give me an example of how you exercised leadership in a recent situation.

How have you maintained productivity during quarantine?

What are some coping strategies you have been utilizing to handle stress?

What major challenge have you encountered and how did you deal with it?

How do you embody MYO's mission?

What do you know about the next orchestra?

How has your Orchestra C or B experience prepared you for the next orchestra?

Why are you interested in moving up?

In what ways do you think you can make a contribution to the next orchestra?

Why do you like participating in orchestra?

QUESTIONS TO ASK INTERVIEWERS

You should ALWAYS have questions ready for the interviewer based on your research of the job or company.

This demonstrates that you have initiative and interest in the position. Use these as a basis for asking questions, but please add your own. Try not to ask questions that can easily be answered by the company's website.

- What would a normal rehearsal be like in the next orchestra?
- Will I be expected to meet certain deadlines? How frequent are they?
- What is the recommended amount of practicing per week that's expected at the next level?
- Are the expectations different for a member of Orchestra A compared to Orchestra B or C?
- Are there any ways to be more involved in MYO other than weekly orchestra and lessons?

Interview tips and dress attire info provided by:

Novoresume.com

National Association of Colleges and Employers

Salary.com

Harvard Business School

Stetson University

TheBalanceCareers.com

VIRTUAL INTERVIEW **TIPS**

PREPARE YOUR ENVIRONMENT



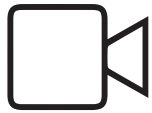
Position your computer and webcam so there's a blank wall in back of you. Make sure you're sitting facing a window or lamp so that the area is well lit. Being back lit risks you looking like a silhouette and makes it hard to see facial expressions. If that's not possible, manipulate the background so it appears you are in a professional setting. Think bookshelves rather than your unmade bed, a wall of posters, or a virtual beach background. Make sure pets and siblings are situated so they don't make unannounced guest appearances. Let everyone in your home know ahead of time that you should not be interrupted.

TEST YOUR TECHNOLOGY

Be sure the technology being used is installed and working before your meeting. Test the Internet connection, microphone, and camera. Keep your devices charged and log in a few minutes early.



EMBRACE CAMEOS



Should you be interrupted, politely excuse yourself, mute your mic, and quickly handle the situation. Apologize to the interviewer for the disturbance. Yes, you want to strive for a distraction-free zone for the interview, but life happens. Use the moment to your advantage. Don't get frustrated or frantic. Everyone is having the same home school/work struggles. Video interviews introduce the question of how you operate under stress. You have the opportunity to show versus tell.

DRESS FOR SUCCESS (See "Interview Attire" packet)

Dress for a virtual interview the same way you would for an in-person interview. Be dressed appropriately from head to toe in case you need to stand up.



BODY LANGUAGE



Because you won't have the benefit of a face-to-face connection, your body language becomes even more obvious – and important to manage – in a virtual interview. Sit up straight and maintain the illusion of eye contact by looking at the webcam and not at the image on your screen. Don't slouch, yawn, or fidget.

TAKE NOTES

Taking notes can also show you are paying close attention. Writing down something someone says, particularly when they answer your question, is going to make you memorable.



PRACTICE







Enlist the help of a trusted friend or family member – someone who will be honest with you – and ask them to run through a mock interview with you via Zoom. This person can tell you whether you are adequately seen and heard, how the lighting is, how you appear on the camera, and whether you come off as professional, prepared, enthusiastic, and interested.

DRESS FOR SUCCESS

A big part of getting a job is making a good first impression, and a big part of making a good impression is how you dress. Even if you look great on paper, the way you dress for an interview gives potential employers insight to how you present yourself professionally. You also feel different and more confident when you dress up. While you don't have to spend a lot of money on your wardrobe, putting in a bit of extra effort pays off in the long run. Research your industry or company and dress the part. Follow these guidelines and see pictures below to ensure your first impression is a great one!

CLOTHING/SUITS:

-  Solid dark or neutral colors
(Light colors can be worn underneath)
-  Collared shirts or blouses should be conservative and buttoned up
-  No loud colors, stripes, or patterns
-  Skirts should be at or below the knee especially when seated

SHOES & ACCESSORIES:

-  Polished, comfortable, professional shoes with dress socks or stockings
-  No super high heels, opened toed shoes, or sneakers
-  Belts & socks should match the color of your shoes (no white socks with black shoes)
-  No cell phones/off and out of sight
-  Carry a briefcase or simple purse with essentials for in-person interviews
-  Neck ties will *always* make a better impression

GENERAL RECOMMENDATIONS



- Ensure hair and nails are cut and/or groomed



- No crazy hair colors



- Pull back hair if you think it will be a distraction



- Cover any tattoos and align to company culture for piercings

- Opt for a clean shave or neatly trimmed facial hair



- For in-person interviews, limit perfume or cologne

- Keep makeup minimal



- No dramatic eye makeup or lashes

- No big statement jewelry (watches are ok)



- Iron or steam press your clothes the night before

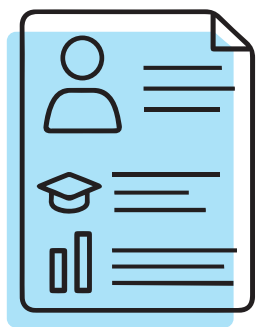
INTERVIEW ATTIRE EXAMPLES



DRESS TO IMPRESS!



WHAT IS A RESUME?

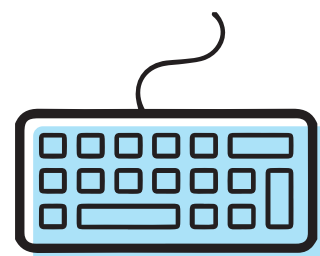


A resume is a document used to share a person's background and skills, generally for the purpose of finding a job. Collecting this information in one place will be valuable for job, scholarship, and college applications. Keep in mind that the resume you create now will evolve as you gain new experiences. Some of what's listed on your resume now will not be relevant when you have real work experience. Many of you may be starting with little or no work experience, but other skills and activities can enhance your resume.

HOW TO WRITE A RESUME

- ▶ Start with up to date contact information (address, email, phone). Include any professional websites or sample portfolios.
- ▶ Add a professional title (if applicable) and a brief summary or objective.
- ▶ List your education and work experience with cities, dates (month/year), & titles.
- ▶ Mention your best soft and hard skills.
- ▶ You can also include additional sections like activities & awards or volunteer experience.
- ▶ Proofread before submitting. Run a spell check and ask a family member to review.

★ See example on Page 2! ★



ADDITIONAL TIPS



- Consider using a free template. There are so many resumes online--take a look and choose a particular style that is professional yet an expression of yourself!
- Save your resume as a PDF. Certain fonts and formats do not always transfer when sending as a Word or Google document.
- Do not lie on your resume, but don't downplay your skills or experience. Advocate for yourself!
- Avoid pictures unless you are applying to acting or modeling jobs where it is customary to send a headshot. It's best to keep your experience, skills, and achievements front and center.
- If you don't have work experience, list coursework that is relevant to the job. Make note of academic achievements, awards, and list extracurricular activities.
- First impressions matter, especially your digital presence. Use a professional email address and/or website name, ensure social media profiles are private, and make sure your resume is clean and concise. One page is usually enough.

SAMANTHA SMITH

1234 Main St, Indianapolis, IN 46204

Cell: (317) 123-4567 | Email: Sam.smith@gmail.com | Website: www.myportfoliosite.com

Main contact information
grouped together with
professional email/websites

OBJECTIVE

High School junior with musical experience looking to advance to Orchestra A

Direct and
engaging
summary

EDUCATION

Pike High School, Indianapolis, IN

Degree or name of diploma you are pursuing

GPA (if high)

Graduating Spring 2021

Special honors or certifications i.e. Dean's Honor Roll, 2019

Can also list special certificates here i.e. Certificate in Microsoft Office Suite

EXPERIENCE

Name of Employer

Location

Dates

Job Title

- Briefly describe and list your job responsibilities

Organized
information in
chronological
order

Indianapolis Symphony

Indianapolis, IN

September 2019 - Present

Intern, Learning Community

- Maintained records in database
- Provided administrative assistance to entire department
- Researched school districts and music programs

Dairy Queen

Indianapolis, IN

June 2019 - August 2019

Crew Member

- Kept dining area clean
- Took customer orders & prepared food
- Handled customer service issues

Ample white
space for
readability

SKILLS

Clear
formatting
with visible
sections

- This can include **hard skills**--specific to a job, technical knowledge, things you've learned in school or received certification
- Or **soft skills**--personal traits that shape how you work on your own or with others; can be applied to any job
- Each skill is usually listed briefly with bullets
- Examples of hard skills include "Proficient in Excel, Power Point, & Word," "Bilingual," "Familiar with Adobe Photoshop and Illustrator"
- Examples of soft skills include "Effective Communication," "Teamwork," "Problem solving," "Critical Thinking," "Adaptability"

LEADERSHIP

- This section could also have a different title (Awards, Interests, Volunteer Experience)
- List any achievements from school or past employers
- Employee of the Month, July 2019
- National Honor Society, June 2018
- League of Leaders President, September 2018 - May 2019

References available upon request

One beautiful page!