

Linda Siam, Senior Community Services Employment Program (SCSEP)

NORTHERN VIRGINIA SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

Are you unemployed and
looking for work?

Are you age 55 or older?

WE CAN HELP!



**WHAT IS
SCSEP?**

ABOUT

The Senior Community Service Employment Program (SCSEP) is focused on the needs of mature workers in the community. Participants receive a stipend while attending training, searching for a job, and building their skills at a local non-profit organization.



**STAY SAFE.
STAY HOME.**

PARTICIPATE FROM HOME

While the Novel Coronavirus (COVID-19) outbreak restrictions remain in place, job seekers can prepare for training site placement and employment from the safety of their home. Job readiness materials and online training options are now available for active participants.



**WHO IS
ELIGIBLE?**

APPLY TODAY

If you are age 55 or older, currently unemployed, and meet certain financial criteria, you may be eligible. Contact a SCSEP team member today to find out if SCSEP is right for you! For more information or to apply, contact 703-827-3782, 711 VA Relay, or scsep@cvsworldcenter.com.



NORTHERN VIRGINIA

For program year 2021, the SkillSource Group, Inc. will administer the Senior Community Service Employment Program through a grant from the National Council on Aging and the U.S. Department of Labor. The total value of the grant from July-October 2020 is \$42,396, of which \$373,156 (89%) is from Federal funding and \$48,240 (11%) is from non-Federal funding. SCSEP and SkillSource are an equal opportunity program/employer committed to nondiscrimination on the basis of disability in all programs, services and activities. Reasonable accommodations, to include auxiliary aids and services, are available upon request to individuals with disabilities.

- How to Write an Effective Resume
 - Sharpen your Interview Skills
-



How to write
an **effective**

Make yourself **stand**
out



The Resume

The first impression an employer

will get of you.

A chance to gain the recruiter's

attention.

- o A recruiter takes 10 - 20 seconds to read your resume.
- o Grab their attention from the **beginning.**



Resume

Styles

3 Types of Resumes

- Chronological

One that leads with the most recent position and goes back in time. Often used when the job seeker has a strong career history and wants to demonstrate how he/she has progressed.

- Functional

Highlights the job seekers skills and abilities. Used for those with little work history, spotty work record and/or career changers -

Recommended to use if you are applying for a non-related job during COVID-19

- Combination

Leads with a strong summary section. Highlights the person's area of expertise and then follows with a reverse chronological work history. -

Recommended to use if you are applying for a non-related job during COVID-19

What Does a Resume Include?



Heading or contact information

Summary of skills

Employment history

Accomplishment

statements

Education

Professional development and

training Memberships



Summary of Skills

The *Summary of Skills and Qualifications* portion of your resume should consist of a few brief statements describing why you are the perfect candidate for the job.

Things you can list in your

- summary:**
 - oHighlights of relevant experience.
 - oUnique skills/qualities.
- oOther languages spoken.
- oAwards/Accomplishments in past jobs.
- oSales figures if you helped generate revenue in previous work.
- oNumber of people you manage.
- oRelevant classes or certifications you've achieved.
- oAnything that shows you're absolutely qualified!



Chronologica

I:

JANE DO

Fairfax, VA 22033

Cell Phone: 703-222-222 ▪ janedo@gmail.com

HUMAN RESOURCE

MANAGER SUMMARY OF SKILLS & QUALIFICATIONS

- Dedicated, hardworking Human Resource Manager with excellent oral and written communication skills.
- Over 10 years of solid experience Human Resource experience.
- Ability to resolve customer concerns quickly and efficiently while maintaining the highest levels of professionalism.
- Excellent ability to engage with clients.
- Superior Judgement, professionalism and ethics.
- Demonstrated skills to handle a variety of assignments simultaneously.
- Proficient in Microsoft Office, including MS Word, Publisher and Outlook.
- Bilingual in Spanish and French.
- **Senior Professional in Human Resources (SPHR)**
- **Professional in Human Resource (PHR)**




WORK EXPERIENCE

Beacon Hill Academy,
Alexandria, VA

*January 2005 - May
2017*

Human Resource Manager

- Maintained and updated all job requirements and job descriptions for all positions.
 - Provided payroll information by collecting time and attendance records.
 - Reviewed and processed employee record updates ensuring data integrity, and accurate processing and reporting of Human Resource data.
 - Prepared and placed job ads, coordinate internal job postings and perform reference and background checks.
 - Compiled and kept personnel records and inputted information in the Human Resource Information System, (HRIS).
 - Processed, verified, and maintained documentation relating to personnel activities such as staffing, recruitment, training, grievances, and performance evaluations.
 - Provided training to staff members and ensured growth.
 - Performed day-to-day administrative tasks such as maintaining information files and processing paperwork.
 - Accomplishments:
 - Attended Society for Human Resource Management, (SHRM) Employee Relations Seminar; Established multiple new relationships/resources that benefited the company and clients.
 - Developed business relationships with Small Business Meet-up Groups. (75 business relationships developed in 4-6 months).
 - Coordinate a weekend children activity program consisting of 50 children ages 5-10 years old.
 - Designed strategies to increase enrollment in center; resulting in a 30% increase in the first Program year.
 - Increased number of placements by 70% in 12 months.
- 

Record Specialist

- Supervised the development of comprehensive records retention and disposition schedules based on records management standards.
- Supervised the management of electronic and paper-based record management system to ensure records were accurately stored and entered into the Central Records Management System.
- Developed policies, guidelines and requirements for the Records Management Department.
- Maintained and preserved archived materials.
- Ensured department was in compliance with Federal regulations as set forth in the Code of Federal Regulations, including the Paperwork Reduction Act, the Privacy Act, and the Freedom of Information Act.
- Reviewed and updated the departments' records retention schedules and maintained the automated records management and FOIA tracking and monitoring system.
- Facilitate the development of organization filing system, and maintain system to meet administrative, legal, and financial requirements.
- Accomplishments:
 - Reduced monthly off-site storage cost by determining content of information to be stored and creating a bi-monthly storage plan.
 - Negotiated, and reduced shredding cost.
 - Administered company's retention and destruction policy effectively, eliminating additional monthly cost.
 - Resolved misplaced files by developing and implementing an effective tracking system which proved to be effective.
- Supervised and trained two interns and eight temporary staff and created job descriptions for interns.

EDUCATION

- ***Bachelor of Arts with Honors in Public Relations, University of LA, California (1994-1997)***
- ***Associates Degree in Communications, Westfield University, Fairfax VA (1991-1993)***

CONTINUING EDUCATION/CERTIFICATION COURSES

- **Senior Professional in Human Resources (SPHR) Villanova University (2004)**
- Myers Briggs Type Indicator, Fairfax College, Reston (2016)
- Dealing with Difficult Customers, Fairfax College, Reston, VA (2016)
- Resume Boot Camp, Fairfax College, Reston, VA (2016)
- Customer Service-Everyone's Job, Fairfax College, Reston, VA (2015)
- Interviewing 101, Fairfax College, Reston, VA (2015)
- Communication and Writing Strategies, Fairfax College, Reston, VA (2015)
- Positive Guidance: The Next Step, Fairfax College, Reston, VA (2014)
- Building Relationship Through Communications, Fairfax College, Reston, VA (2005)
- **Professional in Human Resource (PHR) Fairfax College, Reston, VA (1997)**

Functional



JANE DO

Fairfax, VA 22030

Cell Phone: 703-222-222 • janedo@gmail.com

Communication Specialist

SUMMARY OF SKILLS & QUALIFICATIONS

- **Global Communication Certification Council (GCCC)- 2017**
- **Dedicated, hardworking professional with excellent oral and written communication skills.**
- **Five years of experience in the field of communications, plus solid writing and editing experience.**
- **Superior presentation and analytical skills.**
- **Demonstrated skills to handle a variety of assignments simultaneously.**
- **Proficient in Microsoft Office, including MS Word, Publisher and Outlook.**
- **Ability to resolve customer concerns quickly and efficiently while maintaining the highest levels of professionalism.**
- **Excellent ability to engage clients while delivering employment workshops.**
- **Bilingual in Spanish and French.**

CAREER ACHIEVEMENTS

- Received three awards from the marketing communications manager for: *Strengths in Advertising & Communications. (Reston Communication, Inc.)***
- Developed and drafted 50 advertising text and layouts as part of a campaign and presented it to 20 advertising managers, over 10 states for review and approval. (*Reston Communication Inc.*)**
- Provided career counseling and personal development guidance to clients at employment resource and business development center, served job seekers and employers in Northern Virginia; Assisted with resume preparation, online application completion, and employer correspondence; Initiated the development of bi-weekly employment-readiness classes and conducted workshops, topics included resume development and interview skills. (*Fairfax Employment Center*)**
- Ensured client satisfaction through efficient center operations and troubleshooting of IT issues; Coordinated hiring events, which entailed working directly with employer and compiling and distributing outreach material to ensure employer goals were met; Referred clients to additional services providers on an as-needed basis; Compiled monthly reports, tracking the number of visits and job placements (*Fairfax Employment Center*)**

CAREER ACHIEVEMENTS (continued)

- **Researched, wrote, developed sketches of supporting graphics, and consulted with printing firm representatives on the needs of the particular project. Presented recommendations to marketing manager or committee. (*Reston Communication, Inc.*)**
- **Arranged development of videotape scripts and selected film producer to handle assignment. Overlooked editing and voice-overs to assure quality production inline with the parameters of the assignment. (*Reston Communication, Inc.*).**
- **Wrote draft speeches for senior management and reviewed proposed speech with the executive. Arranged for necessary speaking aids. Attended presentation and offered feedback to the speaker. (*Reston Communication, Inc.*).**
- **Developed and coordinated multimedia packages (letters, brochures, video, and point-of-purchase displays) for particular assignments. (*Reston Communication Inc.*).**

EDUCATION

- ***Bachelor of Arts with Honors in Public Relations***, University of LA, California (1994-1997)
- ***Associates degree in Communication***, Westfield University, Fairfax VA (1991-1993)

CONTINUING EDUCATION COURSES

- Global Communication Certification (GCCC), St Thomas University, Arlington, VA (2017)
- Dealing with Difficult Customers, Fairfax College, Reston, VA(2013)
- Resume Boot Camp, Fairfax College, Reston, VA (2011)
- Customer Service-Everyone's job, Fairfax College, Reston, VA (2011)
- Interviewing 101, Fairfax College, Reston, VA (2011)
- Communication and Writing Strategies, Fairfax College, Reston, VA (2011)
- Myers Briggs Type Indicator, Fairfax VA (2011)
- Positive Guidance: The Next Step, Fairfax College, Reston, VA (2010)
- Building Relationship Through Communications, Fairfax College, Fairfax, VA(2009)

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- **Developed and coordinated multimedia packages—letters, brochures, video, and point-of-purchase displays— for particular assignments. (*Reston Communication, Inc.*)**
- **Developed draft advertising text and layouts as part of campaign materials and presented to advertising manager for review and approval. (*Reston Communication, Inc.*)**



EMPLOYMENT

- *Employment Specialist, Fairfax Employment Center, Fairfax, Virginia, (January 2007 - 2016)*
- *Employment & Communication Specialist, Loudoun Job Center , Loudoun, Virginia, (January 2001 - November 2006)*
- *Communication Specialist, Reston Communication Incorporated , Reston, Virginia (March 1998-December 2000)*

EDUCATION

- *Bachelor of Arts with Honors in Public Relations, University of LA, California (1994-1997)*
- *Associates Degree in Communication, Westfield University, Fairfax VA (1991-1993)*

CONTINUING EDUCATION COURSES

- **Global Communication Certification (GCCC), St Thomas University (2017)**
- **Dealing with Difficult Customers, Fairfax College, Reston (2013)**
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- **Building Relationship Through Communications, Fairfax College, Reston (2009)**

Resume Building

☐ Visual Impact

- Neat, clean, good quality paper, easy to scan.

☐ Layout

- Clearly typed and reproduced, good margins and use of white space, use of upper and lower-case letters and underlining to highlight important information.

☐ Length

- Could the resume tell the same story if it were shorter?

☐ Writing Style

- Clear, concise, logical flow of information, jargon kept to a minimum.
- Use the correct tense.
- Highlight accomplishments.
- Use key words that are specifically listed in the job posting.



Resume Building

- Use bullet points instead of long paragraphs.
- Begin statements or phrases with action words; avoid using the word “I”.
- Put most important work at the beginning of the resume in a summary.
- Avoid abbreviations.



Action Words



Experienced
Proficient
in...
Knowledge
of...
Addressed
Developed
Managed
Led
Formulate
d
Collaborat
ed
Analyzed
Revised
Planned



Resume Mistakes



- **Too short.**
- **Too long.**
- **One size fits all.**
- **Lack of specifics.**
- **Typos and poor punctuation.**
- **Highlighting duties instead of accomplishments.**
- **Assuming the reader knows what you do.**



Common Mistakes

Example

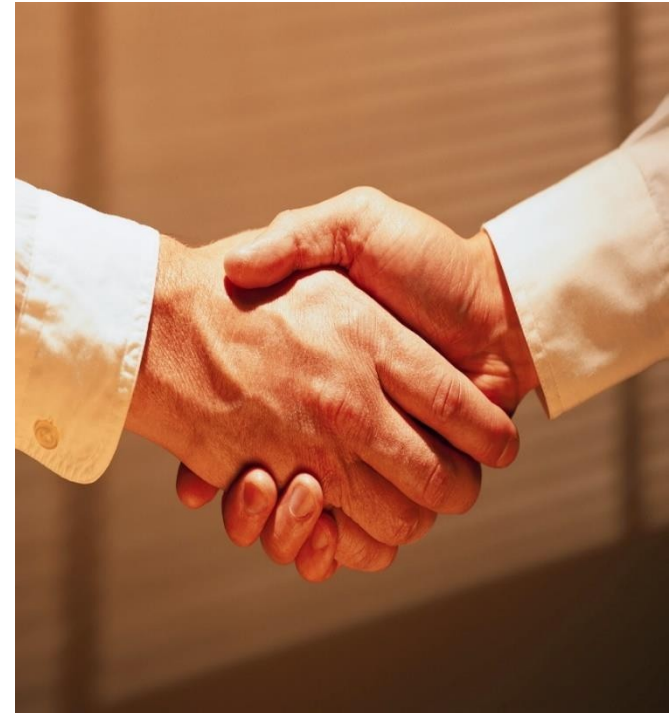
Lack of specifics.

Examples:

- recruited and filled open positions (non-specific, punctuation).

Better:

- Developed a recruiting strategy over seven states that resulted in 137 positions being filled within 60 days (specific).



Common Mistakes

Example

Lack of Specifics Continued:

- o Directed recruiting efforts for East Division (non-specific).

Better:

- o Led a team of recruiters across seven states that were responsible for sourcing, interviewing, and hiring 75 positions for the department (specific).



Does the resume achieve its purpose?

□ Complete and Accurate

- No typo or spelling errors, no forgotten zip codes or phone numbers, etc.

□ Bottom Line

- Does the resume achieve its purpose?
- Does it build interest on the part of the employer?
- Does it get the applicant invited for an interview?



Referenc

es

- ❑ **Contact all references before you interview and ask if you can use them.**
- ❑ **Update address and phone numbers for each.**
- ❑ **Use professional references.**
- ❑ **Prepare a separate sheet to hand to interviewers at the time of the interview.**



Questions?



INTERVIEWING SKILLS



NORTHERN REGION

A proud partner of the AmericanJobCenter network.



WHAT IS AN INTERVIEW?



- A structured conversation in which the employer tries to make a prediction about you based on your resume/application information along with studying your personality and your answers to questions.
- Interviews can be in person, on the phone, or online and may involve one interviewer or a panel.

PRE-INTERVIEW CHECKLIST

- ✓ Think about your work attire.
 - Be sure clothes are pressed/stain-free and shoes are clean.
 - Nails are kept clean and hair is neat.
 - Wear little or no perfume/cologne and remove extra jewelry and excessive makeup.

- ✓ Have the address, directions, and phone number of the meeting place.
 - Allow about 30 minutes extra travel time in case of delays as you want to arrive at least 10 to 15 minutes early.

- ✓ Get a good night's rest!
 - Eat breakfast

PREPARATION FOR THE INTERVIEW

- Research the company or organization.
- Know their website, mission, values, and goals.
- Look in the “About” section on the company website.
- Know the names of everyone you are meeting and how to pronounce them.
- Know your accomplishments and future goals.
- Know the details of the position.
- Practice the interview process with someone to answer difficult questions.
- Prepare examples.
- Practice in front of a mirror.

Virginia Career Works
offers interviewing
coaching, resume
critique, and career
coaching by appointment
with a Career Service
Specialist.

WHAT TO BRING TO AN INTERVIEW

- Identification in case the building has security.
- A notepad and pen.
- Clean copies of your resume.
- References on a separate document, at least 3-5 references with updated contact information.
- A list of questions to ask.
- Work samples or anything specifically requested by the employer.
- Business cards.
- Portfolio or folder.

WHAT NOT TO BRING TO AN INTERVIEW

- Coffee, protein shake or any drinks.
- Any food or chewing gum.
- Cellphone, leave it in the car or have it turned off.
- Other electronic devices like laptops, tablets/iPads bring at your own discretion.
- Parent, Spouse, pets or anyone else with you.

INTERVIEW “Do”

- Go alone and arrive early.
- Make a good first impression.
- Address the Interviewer by name
- Firm handshake (this greeting method may look different now)
 - A simple nod or smile and verbal hello my name is_
- Wait until you are asked to be seated
- Maintain good eye contact
- Take time to think about your answers to the interview questions
- Give examples
- Have a positive attitude
- Ask the questions you do not understand to be clarified
- Ask when you may hear back to learn about the hiring decision

INTERVIEW “DON’T”

- Wear sweatpants, tight clothing, or other unprofessional clothing
- Apologize for your lack of experience***
 - Focus on what you do have experience in not only what you lack.
- Ask about salary or days off.
- Discuss personal problems, other jobs you did not get, or criticize anyone you may have worked for or worked with.
- Provide false information.
- Beg for the job or assume you will get the job.
- Have a negative attitude.
- Use slang words or one-word answers.
- Do not ramble, just answer the questions completely and to the point.

REFERENCES

- Provide 3-5 professional references.
 - Mentors, past supervisors, professors even coworkers. The more recent the better!
 - Anyone that can speak on behalf of your personality, work ethic, work experience, skills and accomplishments.
- Ask permission and contact your references so they know when to expect a call.
 - Talk to your references about what you want them to focus on during the conversation with the employer.
- References are different from recommendation letters.
 - References are more general, giving basic details about a candidate's characteristics, knowledge, and skills.
 - Recommendation letters are more specific and convincing where the writer is speaking on behalf of the candidate to recommend them for a job application, program, scholarship or career goal. Evaluates candidates' skills and accomplishments.

CONTACT INFORMATION

○ **Yours:**

- Make sure your contact information is up to date with your phone number and email.
- Be careful that your voicemail and email address are both professional for calls or communication from an employer.

○ **Employers:**

- Obtain a business card or names and contact information of those you interviewed with.
- Follow-up promptly with a thank you note.

SAMPLE Q&A'S:

○ **Tell me about yourself**

What are they really asking?

- Interviewers are hoping candidates will offer insight about their goals and priorities, which gives them a better sense of who you are
- Evaluate how confident you are
- An opportunity to spotlight the skills and experience that make you the ideal candidate for the job

Avoid:

- Personal life stories
- Discussing current negative work experiences
- Summarize resume point for point

Source: Robert
Half

SAMPLE Q&A's:

Example


- **Tell me about yourself:**

“I’ve been working as an administrative assistant for three years. At my current job in the finance department of a midsize company, I handle scheduling, meeting and travel planning for four executives and 20 staff members. I also help prepare correspondence, presentations and reports.

With this experience under my belt, I’m looking for an opportunity to take the next step in my career. I’m hoping to do so in an organization like yours that works to improve the environment, which is something I’m passionate about.”

- Relate it back to the position you are applying to!

SAMPLE Q&A'S: WEAKNESSES

- **What are your weaknesses or areas of improvement?**
 - What are they really asking?
 - The interviewer wants to know whether you're qualified to do the job and they are looking for how you've been able to learn new tasks and handle new challenges.
 - Great chance to show how you noticed any personal setbacks and how you took initiative to overcome those setbacks.
 - **Do not say:** "I do not have a weakness." or "I am a perfectionist." and "I am such a hard worker, so I do not have any weakness."
 - Comes off as arrogant and dishonest, out of touch
- 

SAMPLE Q&A'S: WEAKNESSES

- **Answer: “It’s difficult for me to ask for help.”**
 - “I’m an independent worker so it’s hard for me to ask for help. I have learned that it’s more beneficial both for me and the organization to reach out when I do not understand how to do something so that the tasks and duties of the job can be performed more efficiently”
 - “I work on this daily, and in my past position I have been able to produce more high-quality work and the duties of the job were performed more efficiently as a result of getting help from those around me.”

- **This demonstrates that you are:**
 - Hard working.
 - A team player.
 - Willing to go the extra mile to improve.

- Pick weaknesses you may have noticed about yourself that do not impact the organization or your work performance
 - Speak on how your improving it, changed it or used it to your advantage.

QUESTIONS?



WHAT TO WEAR

0 **Dress for success!**

- Dressing for a job interview can be summed up in two words:
 - Business-like.
 - Conservative.
- Anything that draws attention to what you are wearing and away from what you have to say should not be worn to a job interview.

DRESS FOR SUCCESS

0 **Male:**

- **Suit:** A navy blue suit is best. Other suits may be acceptable, such as cadet blue or medium gray in a solid or pinstripe.
- **Dress Shirt:** White or solid colors (blue or grey). A simple striped shirt also is acceptable. All shirts should be long-sleeved.
- **Tie:** A solid tie is a good choice. A tie with a small design is also very versatile and conservative, paisleys are suitable business ties. Coordinate the color of the tie with your shirt and suit. Avoid bow ties.
- **Socks and Shoes:** Wear navy, black, or charcoal gray over-the-calf length socks. Match the color of your socks with the color of your pants. Wear black oxford or wingtip shoes.



DRESS FOR SUCCESS

0 **Female:**

- **Suits:** A navy blue suit is best. Other suits may be acceptable, such as cadet blue or medium gray in a solid, pinstripe or muted plaid. A light tan suit is stylish for spring or summer. The suit should have a matching skirt or pants. The skirt should fall at or just below the knee.
- **Blouses:** Blouse style should be simple with a simple neckline. Solid colors are best.
- **Stockings and Shoes:** Black, navy or brown shoes to match the suit in a basic pump with medium or low heels are best. Avoid shoes with multiple colors and open toes.
- **Accessories:** Small earrings - no large hoops. Bracelets that do not dangle.

EXAMPLE:



HELPFUL HINTS

Body Language (Non-verbal cues):

Always make eye contact.

Practice good posture, do not slouch or use your arm to prop yourself up.

Try not to fidget, shift a lot, or check the time.

Use a firm handshake when you enter and leave-
(May not be applicable during the pandemic)

- Alternative is a nod, or a smile with verbal acknowledgement.

HELPFUL HINTS (CONTINUED)

Speaking voice (Verbal cue):

Sound warm and upbeat; never sound as if you're in a bad mood.

Use good diction, pronounce words correctly and clearly.

Do not use slang, use complete words.

Speak at a normal tempo, or slightly slower than usual.

Speak at a pleasant volume and a reasonable pitch level.

DURING THE INTERVIEW

- Greet with a firm handshake (before pandemic), make eye contact and smile.
- Be calm and take a deep breath before you start.
- Listen carefully to the questions. If needed ask clarification to the question.
- Do not interrupt the interviewer.
- Think before you respond.
- Respond as clearly and concisely as possible.
 - Ask to come back to a question if you get nervous and your mind goes blank.

CLOSING THE INTERVIEW

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PHONE INTERVIEW

- Phone interviews are conducted just like in-person interviews.
- They are used by recruiters as a tool for screening candidates to make sure they meet the minimum requirements before they advance on to speaking with the hiring manager.
- Be thoughtful about your tone and language to provide a clear, helpful answer.
- Gives you the ability to refer to your notes.
 - So take time to review sample phone interview questions and prepare answers.

PHONE INTERVIEW

- Turn call-waiting off so your call is not interrupted.
- Make sure you are in an area with good phone reception and if you need it, internet access.
- Clear the room - remove distractions including the pets. Turn off music and the TV. Close the door.
- Keep your resume in clear view, on the top of your desk, or tape it to the wall near the phone so it's at your fingertips when you need to answer questions.
- Have a short list of your accomplishments available to review
- Have a pen and paper handy for note taking.

PHONE INTERVIEW

- Do not eat, drink, chew gum or smoke.
- Keep a glass of water handy.
- Smile. Smiling will project a positive image to the listener and will change the tone of your voice.
- Speak slowly and enunciate your words.
- Take your time – it is perfectly acceptable to take a moment or two to collect your thoughts.
- Give short answers. About less than two minutes.
- **Remember your goal is to set up a face-to-face interview**
- **(or virtual)!!** Ask questions. Thank the interviewer and let them know you look forward to hearing back from them soon about the next steps in the hiring process.

SAMPLE PHONE INTERVIEW QUESTIONS

○ **“Tell me about yourself?”**

- Talk about brief work history showing how each project and job helped prepare you for *this* job.
- Use this time to explain your relevant experience, what you’re currently doing and why it makes you qualified.
- Some personal details are okay; focus on professional qualifications and accomplishments.

○ **“Why are you applying for this position?” or “What about this job interests you?”**

- Tells employers whether you are serious and have a genuine interest in pursuing the position.
- Be sincere.
- Use details listed in the job description, details about the company or something about the job that aligns with your career goals.

SAMPLE PHONE INTERVIEW QUESTIONS CONTINUED.

○ **“What experience do you have in...?”**

- If you do not have experience with a software or program, think about something similar you used.
- Make any discussion of your experience relevant to the job, and the specific skills you bring to executing it well.

○ **“What are your salary expectations?”**

- **Example Answer:** ‘I’m flexible and open, however, I would like to learn more about the company, position and benefit packages.’
- Always indicate that you are open to negotiation.

VIRTUAL INTERVIEW

- Companies and organizations who are still actively hiring are opting for virtual interactions to take the place of in-person job interviews.
- What is a virtual interview?
 - A virtual interview is an interview that takes place remotely in your home or public space, often using technology like video conferencing or other online communication platforms.
- Often conducted the same way as face-to-face interviews and phone interviews, with some slight adjustments and things to take into consideration.
- Examples include Zoom, Microsoft Teams, Skype, Google Hangouts, Cisco Webx, etc.

VIRTUAL INTERVIEW

- Become familiar with the technology.
 - Download the application on your computer or phone beforehand and test out the camera and sound quality.
- Get ready and set up your devices 15 minutes before the scheduled interview time.
 - Try out meeting link and know about any passwords.
- Set up in a distraction-free area.
 - Use of video option is possible so have a professionally appropriate background.
- Prepare answers to commonly asked questions.
- Attire should be the same as an in-person interview.
- Prepare questions to ask employers.

VIRTUAL VIDEO INTERVIEW

- Speak slowly and clearly.
- Use professional body language (straight posture, eye contact).
- Ask for clarification to questions you do not understand.
- Be authentic and honest.
- Thank the interviewer and that you are looking forward to hearing from them.
- Send Thank You Email.

FOLLOWING UP: THANK YOU NOTES

- This is your last chance to tell them why you are the best candidate for the job!
- Best to email the thank you note within 24 hours of the interview.
- **Greeting:**
 - Be safe, stick to the basics (Good Morning, Good Afternoon)
 - Miss/Mrs./Ms./Mr._ (last name)
- **First Paragraph**
 - The safest approach for women is to use Ms.
 - Thank the interviewer for meeting with you.
 - Express your enthusiasm about gaining employment in the company.

FOLLOWING UP: THANK YOU NOTES

Second Paragraph

Emphasize your qualifications and interest in the position.

Include personal skills you forgot to mention during the interview.

Emphasize a skill or accomplishment that would make you an asset as an employee.

Closing Paragraph

Briefly thank the interviewer again for their consideration.

Express confidence in your ability to perform well within the organization.

State that you look forward to hearing from the interviewer.

Dear Ms. Jeanette Jones,

Thank you for taking the time to speak with me yesterday about the staff writer position with Business News Daily. It was a pleasure meeting with you, and I truly enjoyed learning more about the role.

After our discussion, I am confident that my skills and experiences are a great match for this opportunity. I believe my background in pitching and interviewing and my ability to manage an editorial calendar will be an asset for tracking down great stories for Business News Daily.

I am very enthusiastic about the possibility of joining the BND team and would greatly appreciate a follow-up as you move forward with the hiring process. If you need any further information, please do not hesitate to contact me by email at myemail@email.com or by phone at 703-333-3333.

Thank you, again. I look forward to hearing from you

soon. Sincerely,



THANK YOU!!



CONTACT INFORMATION

SCSEP:

dfsscsep@fairfaxcounty.gov
703-827-3782

Feel free to email me if you
have any quest



VIRGINIA CAREER WORKS SERVICES

Virtual Mock Interviewing, Resume Critique & Career Coaching

Email any of the following centers and a staff member will be in touch.

- DFSVCWAnnandale@fairfaxcounty.gov
- DFSVCWAlexandria@fairfaxcounty.gov
- DFSVCWReston@fairfaxcounty.gov

No computer access? No problem! Services are available by phone.

- **Annandale: 703-533-5400, 711 VA Relay**

- <https://www.fairfaxcounty.gov/familyservices/employment-and-training/employment-readiness-resources>

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