

Resume and Interviewing Tips

Study your market...

- * Research the job market and identify companies that can benefit from your skills and experience.
- * Learn more about those companies by researching their websites.
- * Apply to the appropriate position using the company's preferred method.

Talk about your talents and accomplishments...

- * Use action words to write a clear, concise resume (such as developed, maintained, designed, managed).
- * Review your resume and cover letter to eliminate errors.
- * Explain how your skills compliment the company's needs for the specific position you are applying for.
- * Summarize your accomplishments (such as "increased revenue by 20%", "grew the department to a team of 15").

Anticipate a telephone screen...

- * Prepare concise, honest answers in the event you receive a telephone interview. Recruiters often conduct initial phone interviews to learn more about your salary expectations, the reason for your job search, important job criteria, your qualifications, and availability.
- * Respond with personality, energy, enthusiasm, interest, professionalism, and maturity. Avoid using phrases like yeah, cool, awesome, I feel, ya know, um, I don't know, etc.
- * Prepare a list of questions and information about each company relating to the position for which you are applying.
- * The outcome of this pre-screen usually determines if you will be invited for a personal interview.
- * Listen and ask for clarification if you do not understand a question.
- * Remember and utilize the **STAR** acronym to organize and complete your answers: describe the **Situation** and **Tasks**, give short details of your **Actions** and summarize the **Result**.
- * Speak truthfully and avoid rambling.
- * If you need extra time to formulate an answer, ask for it.

Reinforce that you're right for the job...

- * Arrive at the interview at least 15 minutes early, allowing time for traffic and other possible problems.
- * When in doubt, wear conservative business dress and wardrobe accessories.
- * Be sure your hair and nails are clean and well-groomed. Clothes should fit properly and be clean and pressed.
- * Make direct eye contact and keep personal mannerisms in check. Smile, smile, smile!
- * Practice a firm handshake indicating confidence and stay focused.
- * Ask the interviewer(s) for a business card.
- * Avoid discussing salary unless it is initiated by the interviewer.
- * Bring a list of prepared questions, but be sure they are unique and not answered on the company's website or during the course of the interview.
- * Follow up the interview with an old-fashioned thank you note (either hand written or e-mail). Send a note to each interviewer.
- * Reiterate your interest in the position and the company. Reiterate why you believe you are the right candidate.
- * Ask about the next step and whether you should submit any additional information.



About RTI International

RTI International is one of the world's leading research institutes, dedicated to improving the human condition by turning knowledge into practice. We have more than 3,800 professionals providing research and technical services to governments and businesses in more than 40 countries in the areas of health and pharmaceuticals, education and training, surveys and statistics, advanced technology, international development, economic and social policy, energy, and the environment.

RTI International is seeking individuals of intellect, creativity, and commitment who understand the vital connection between focused research and social results, who realize that furthering a career in science and study can provide a significant benefit to society.

At RTI, we want you to think independently and act collaboratively – your research will require the former and our multidisciplinary environment will foster the latter. We are dedicated to improving the human condition by turning your knowledge into practice and helping you bring your ideas to bear on a world that needs your drive and your enthusiasm.

RTI International traditionally recruits talent in the following areas:

- * **Survey Research**
- * **Health Economics**
- * **Statistics**
- * **Public Health Research**
- * **Environmental Health**
- * **Environmental Sciences**
- * **Epidemiology**
- * **General Administrative Professionals**
- * **International Projects**
- * **Physical Sciences**
- * **Government Contracts**

