Study Your Market

- Identify companies that can benefit from your skills and experience.
- Research those companies via their website, annual report, and other sources.
- Apply to an appropriate position using the company’s preferred method.

Prepare a Clear, Concise Resume and Cover Letter

- Use action words—such as developed, maintained, designed, managed.
- Focus on accomplishments (such as “increased revenue by 20%;” “grew the department to a team of 15”).
- Explain how your skills match the company’s need for the specific position for which you are applying.
- Carefully proofread your resume and cover letter to eliminate errors.

Prepare for 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. The outcome of this pre-screen usually determines if you will be invited for a personal interview.
- Prepare concise, honest answers to common questions. Answers about your work experience should describe the situation and tasks, your actions, and the result.
- Prepare a list of questions about the company and the position for which you are applying.
- Ask for clarification if you do not understand a question.
- Respond with personality, energy, enthusiasm, interest, professionalism, and maturity.
- Speak truthfully and avoid rambling.
- If you need time to formulate an answer, ask for it.

Prepare for an In-Person Interview

- Arrive at the interview at least 15 minutes early, allowing time for traffic and other possible delays.
- When in doubt, wear conservative business dress and 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, shake hands firmly, and stay focused.
- Ask each interviewer for a business card.
- Avoid discussing salary unless it is initiated by the interviewer.
- Bring a list of prepared questions about the company and position. These should be unique questions that are not answered on the company’s website or during the course of the interview.
Follow Up on an In-Person Interview

- Send a thank you note (hand written or e-mail) to each interviewer.
- Reiterate your interest in the position and the company. Briefly restate why you believe you are the right candidate.
- Ask about the next step in the selection process and offer to submit any additional information upon request.
- Provide clear contact information.

About RTI International

RTI is always seeking individuals of intellect, creativity, and commitment who understand the vital connection between focused research and social results, and who realize that 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 committed to helping you bring your ideas to bear on projects that need your unique skills and enthusiasm.

We traditionally recruit talent in the following areas:

- Survey research
- Epidemiology
- Health economics
- General administrative professionals
- Statistics
- International development
- Public health research
- Physical sciences
- Environmental health
- Government contract operations