Typical interview questions

Not every interviewer will ask you every one of these questions. However, if you are prepared to address these questions, you will leave the impression that you were prepared for your job interview, even if additional questions take you by surprise.

On this page:

Typical interview questions
What the interviewer is looking for

Typical interview questions:

- What are your long-range goals and objectives?
- What are your short-range goals and objectives?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in your career?
- Why did you choose the career for which you are preparing?
- What are your strengths, weaknesses, and interests?
- How do you think a friend or professor who knows you well would describe you?
- Describe a situation in which you had to work with a difficult person (another student, co-worker, customer, supervisor, etc.). How did you handle the situation? Is there anything you would have done differently in hindsight?
- What motivates you to put forth your greatest effort? Describe a situation in which you did so.
- In what ways have your college experiences prepared you for a career?
- How do you determine or evaluate success?
- In what ways do you think you can make a contribution to our organization?
- Describe a contribution you have made to a project on which you worked.
- What qualities should a successful manager possess?
- Was there an occasion when you disagreed with a supervisor's decision or company policy? Describe how you handled the situation.
- What two or three accomplishments have given you the most satisfaction? Why?
- Describe your most rewarding college experience.
- What interests you about our product or service?
- Why did you select your college or university?
- What led you to choose your major or field of study?
- What college subjects did you like best? Why?
- What college subjects did you like least? Why?
- If you could do so, how would you plan your academic studies differently?
- Do you think your grades are a good indication of your academic achievement?
- What have you learned from participation in extracurricular activities?
- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- Describe a situation in which you worked as part of a team. What role did you take on? What went well and what didn't?
- In what part-time, co-op, or summer jobs have you been most interested? Why?
• How would you describe the ideal job for you following graduation?
• Why did you decide to seek a position with this organization?
• What two or three things would be most important to you in your job?
• What criteria are you using to evaluate the organization for which you hope to work?
• Will you relocate? Does relocation bother you?
• Are you willing to travel?
• Are you willing to spend at least six months as a trainee?

What the interview is looking for:

Interviewer: Tell me about yourself.
You: Remember, this is a job interview, not a psychological or personal interview. The interviewer is interested in the information about you that relates to your qualifications for employment, such as education, work experiences and extracurricular activities.

Interviewer: What do you expect to be doing five years from now? Ten years from now?
You: The interviewer is looking for evidence of career goals and ambitions rather than minutely specific descriptions. The interviewer wants to see your thought process and the criteria that are important to you.

Interviewer: Why should I hire you?
You: Stress what you have to offer the employer, not how nice it would be to work there or what you want from the employer.

Interviewer: What are your ideas about salary?
You: Research salaries in your field before your interviews so that you know the current salary range for the type of position you are seeking.

Interviewer: Why do you want to work for our company/organization?
You: Not having an answer is a good way to get crossed off the candidate list, and is a common pet peeve of interviewers. Research the employer before your interview; attempt to find out about the organization's products, locations, clients, philosophy, goals, previous growth record and growth plans, how they value employees and customers, etc.
Interview attire
On this page:

What your clothes say about you
Guidelines for men & women
Specifics for men
Specifics for women
Grooming tips for everyone

What your clothes say about you

- In an interview your attire plays a supporting role.
- Your conduct, your interpersonal skills and your ability to articulate intelligent and well thought out responses to questions are the most important elements.
- Appropriate attire supports your image as a person who takes the interview process seriously and understands the nature of the industry in which you are trying to become employed.
- Be aware that in some industries, customer contact and image presented to the customer is critical. In such industries, your attire will be judged more critically.
- Your attire should be noticed as being appropriate and well-fitting, but it should not take center stage.
- If you are primarily remembered for your interview attire, this is probably because you made an error in judgment!
- Dressing nicely and appropriately is a compliment to the person you meet, so if in doubt, err on the side of dressing better than you might need to.
- Even if you are aware that employees of an organization dress casually on the job, dress up for the interview unless you are specifically told otherwise by the employer.
- Never confuse an interview or business function with a social event. Don't dress for a party or a date.
- Not every contact with an employer requires interview attire. For some occasions business casual is appropriate. See business casual for when to wear it and what it is.

Interview attire guidelines for men and women

- **Suit:**
  A two piece matched suit is always the best and safest choice.
- **But what if the job is in a non-suit-wearing work environment:**
  Even if you would or could wear jeans on the job, or the work environment is outdoors and very non-suit, wearing a suit to the interview shows you take the interview seriously as a professional meeting.
  Dressing well is a compliment to the person(s) with whom you meet. If you think the industry in which you're interviewing would frown on a suit, or the interview will involve going to a work site where a suit would be inappropriate, look for advice through professional organizations, your professors who have been employed in that industry, and/or by asking the employer directly and politely.
- **Conservative colors / fabric:**
  Navy, dark gray (and black for women) — are safe.
  Other color trends may come and go; avoid the extremes.
  Solids or very subtle weave patterns or plaids (the kind that look solid across a room) are safest.
  Wool, wool blends, or good quality micro fiber for women only, are generally the best fabrics in all seasons. Avoid acetate / rayon blends.
- **Cost / quality:**
  You are not expected to be able to afford the same clothing as a corporate CEO. Do invest in quality that will look appropriate during your first two or three years on the job. One good quality suit is sufficient for a job search if that is all your budget allows. You can vary your shirt/blouse tie/accessories.
- **Details:**
  Everything should be clean and well pressed.
Carefully inspect clothes for tags, dangling threads, etc.

Additional interview attire specifics for men

- **Suit:**
  A two-piece matched suit is always the best and safest choice. Don't combine a suit jacket with pants that don't match.

- **Conservative colors / fabric:**
  Navy and dark gray are safe and are the most conservative for men. Black for men was once considered severe or overly formal, and may still be considered so in very conservative industries, although it is commonly worn by many. Other color trends may come and go; avoid the extremes. Choose a solid or very subtle weave pattern or plaid (the kind that look solid across a room). Wool, wool blends, or very high quality blends with natural fiber, are the only acceptable fabrics for a conservative men's suit.

- **Cost / quality:**
  You are not expected to be able to afford the same clothing as a corporate CEO. Do invest in quality that will look appropriate during your first two or three years on the job. One good quality suit is sufficient for a job search if that is all your budget allows. You can vary your shirt and tie.

- **Ties:**
  Tie styles come and go. Select good quality silk ties. Avoid fashion extremes, like character ties, in interviews.

- **Shirts:**
  Long-sleeved shirts, even in summer. Choose white or light blue solid, or conservative stripes.

- **Socks:**
  Dark socks, mid-calf length so no skin is visible when you sit down.

- **Shoes:**
  Leather, lace-up or slip-on business shoes, preferably black or cordovan. Invest in a good pair; even if you don't wear them daily on the job, you'll need them for other occasions and you should expect to get lots of years out of good shoes.

- **Belt:**
  Black or cordovan leather, to match your shoes.

- **Facial hair:**
  If worn, should be well-groomed. Observe men in your industry if you are unsure what's appropriate or are considering changing your look.

- **Jewelry:**
  Wear a conservative watch. If you choose to wear other jewelry, be conservative. Removing earrings is safest. For conservative industries, don't wear earrings. Observe other men in your industry to see what is acceptable.

- **Details:**
  Everything should be clean and well pressed. Suits typically have tacking stitches to hold vents — on the jacket back and on sleeves — in place before the garment is purchased. Cut them off if your retailer / tailor doesn't. And that tag stitched on the outside of your sleeve is not meant to stay there like a Tommy Hilfiger label — cut it off! Carefully inspect clothes dangling threads, etc.

Additional interview attire specifics for women

- **Don't confuse club attire with business attire. If you would wear it to a club, you probably shouldn't wear it in a business environment.**

- **Suit:**
  Wear a two-piece matched suit.

- **Suit - pants / skirts:**
  Tailored pants suits are appropriate for women. Pants suits can be an excellent choice for site visits, particularly if the visit involves getting in and out of vehicles and/or the site is (or includes) a manufacturing plant or industrial facility. If you wear pants, they should be creased and tailored, not tight or flowing. If you are pursuing a conservative industry and are in doubt, observe well dressed women in your industry on the job, at career fairs, at information sessions, etc.
• **Skirt lengths:**
  Much of what you see on television shows that masquerades for professional attire is actually inappropriate for a work environment. Your skirt should cover your thighs when you are seated. Showing a lot of thigh makes you look naive at best, foolish at worst. A skirt that ends at the knee when you're standing looks chic and professional. Longer skirts are professional too; just make sure they are narrow enough not to be billowing, but not so narrow that you can't climb stairs comfortably. Don't purchase a skirt or decide on a hem length until you sit in the skirt facing a mirror. That's what your interviewer will see. Ask yourself whether it will be distracting or reinforce your image as a person who looks appropriate for a business environment or gathering. High slits in skirts are not appropriate. A small back, center slit in a knee-length skirt is appropriate. On a calf length skirt, a slit to the knee to facilitate walking and stair climbing is appropriate.

• **Color / fabric:**
  Navy, dark gray, brown and black are safe. Other color trends may come and go; avoid the extremes. Women generally have more options with suit color than men. For example, while a woman could look conservative in a slate blue or light gray suit, these colors would be inappropriate for men. Choose a solid or very subtle weave pattern or plaid (the kind that look solid across a room). Wool, wool blends, and high quality blends and synthetics are appropriate for women's suiting.

• **Shirt / sweaters:**
  Underneath the suit jacket, wear a tailored blouse in a color or small print that coordinates nicely with your suit. A fine gauge, good quality knit shell is also appropriate underneath your suit jacket. Don't show cleavage.

• **Jewelry / accessories:**
  Wear a conservative watch. Jewelry and scarf styles come and go. Keep your choices simple and leaning toward conservative. Avoid extremes of style and color. If your industry is creative, you may have more flexibility than someone pursuing a conservative industry.

• **Cosmetics:**
  Keep makeup conservative. A little is usually better than none for a polished look. Nails should be clean and well groomed. Avoid extremes of nail length and polish color, especially in conservative industries.

• **Shoes:**
  Should be leather or fabric / micro fiber. Shoe styles and heel heights come and go. Choose closed-toe pumps. Regardless of what is in style, avoid extremes; no stilettos or chunky platforms. Make certain you can walk comfortably in your shoes; hobbling in uncomfortable shoes does not convey a professional appearance.

• **Hosiery:**
  Should be plainly styled (no patterns), sheer (not opaque), and in neutral colors complementing your suit. Avoid high contrast between your suit and hosiery color.

• **Purse / bag:**
  If you carry a purse, keep it small and simple, especially if you also carry a briefcase. Purse color should coordinate with your shoes. You may choose to carry a small briefcase or business-like tote bag in place of a purse. Leather is the best choice for briefcases; micro fiber or fine wovens are also acceptable.

**Grooming tips for everyone**

• **Hair:**
  Should be clean and neat.

• **Shoes:**
  Should be in polished condition. Make sure heels are not worn.

• **Details:**
  No missing buttons, no lint; and don't forget to remove external tags and tacking stitches from new clothes.

• **Hands:**
  Clean fingernails.

• **Fit:**
  Clothes should be clean, neatly pressed, and fit properly.

• **Smell:**
  Perfume or cologne should be used sparingly or not at all. No odors in clothes. Don't smell like smoke.

• **Pad folios:**
  Preferred over a bulky briefcase. A small briefcase is also appropriate. But if you have no reason to carry
a briefcase, don't; you risk looking silly.

- **Book bags:**
  Leave it at home for an on-site interview. For an on-campus interview, you can leave it in the waiting area.
Interview DOs and DON'Ts

On this page: Interview DOs | Interview DON'Ts

Interview DOs

✔ Dress appropriately for the industry; err on the side of being conservative to show you take the interview seriously. Your personal grooming and cleanliness should be impeccable.

✔ Know the exact time and location of your interview; know how long it takes to get there, park, find a restroom to freshen up, etc.

✔ Arrive early; 10 minutes prior to the interview start time.

✔ Treat other people you encounter with courtesy and respect. Their opinions of you might be solicited during hiring decisions.

✔ Offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by your interviewer.

✔ Listen to be sure you understand your interviewer's name and the correct pronunciation.

✔ Even when your interviewer gives you a first and last name, address your interviewer by title (Ms., Mr., Dr.) and last name, until invited to do otherwise.

✔ Maintain good eye contact during the interview.

✔ Sit still in your seat; avoid fidgeting and slouching.

✔ Respond to questions and back up your statements about yourself with specific examples whenever possible.

✔ Ask for clarification if you don't understand a question.

✔ Be thorough in your responses, while being concise in your wording.

✔ Be honest and be yourself. Dishonesty gets discovered and is grounds for withdrawing job offers and for firing. You want a good match between yourself and your employer. If you get hired by acting like someone other than yourself, you and your employer will both be unhappy.

✔ Treat the interview seriously and as though you are truly interested in the employer and the opportunity presented.

✔ Exhibit a positive attitude. The interviewer is evaluating you as a potential co-worker. Behave like someone you would want to work with.

✔ Have intelligent questions prepared to ask the interviewer. Having done your research about the employer in advance, ask questions which you did not find answered in your research.

✔ Evaluate the interviewer and the organization s/he represents. An interview is a two-way street. Conduct yourself cordially and respectfully, while thinking critically about the way you are treated and the values and priorities of the organization.

✔ Do expect to be treated appropriately. If you believe you were treated inappropriately or asked questions that were inappropriate or made you uncomfortable, discuss this with a Career Services advisor or the director.

✔ Make sure you understand the employer's next step in the hiring process; know when and from whom you should expect to hear next. Know what action you are expected to take next, if any.

✔ When the interviewer concludes the interview, offer a firm handshake and make eye contact. Depart gracefully.

✔ After the interview, make notes right away so you don't forget critical details.

✔ Write a thank-you letter to your interviewer promptly.

Interview DON'Ts

http://www.career.vt.edu/JOBSITE/interview/dodont.html 6/2/2009
Don't make excuses. Take responsibility for your decisions and your actions.

Don't make negative comments about previous employers or professors (or others).

Don't falsify application materials or answers to interview questions.

Don't treat the interview casually, as if you are just shopping around or doing the interview for practice. This is an insult to the interviewer and to the organization.

Don't give the impression that you are only interested in an organization because of its geographic location.

Don't give the impression you are only interested in salary; don't ask about salary and benefits issues until the subject is brought up by your interviewer.

Don't act as though you would take any job or are desperate for employment.

Don't make the interviewer guess what type of work you are interested in; it is not the interviewer's job to act as a career advisor to you.

Don't be unprepared for typical interview questions. You may not be asked all of them in every interview, but being unprepared looks foolish.

A job search can be hard work and involve frustrations; don't exhibit frustrations or a negative attitude in an interview.

Don't go to extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair.

Don't assume that a female interviewer is "Mrs." or "Miss." Address her as "Ms." unless told otherwise. Her marital status is irrelevant to the purpose of the interview.

Don't chew gum or smell like smoke.

Don't allow your cell phone to sound during the interview. (If it does, apologize quickly and ignore it.) Don't take a cell phone call.

Don't take your parents, your pet (an assistance animal is not a pet in this circumstance), spouse, fiance, friends or enemies to an interview. If you are not grown up and independent enough to attend an interview alone, you're insufficiently grown up and independent for a job. (They can certainly visit your new city, at their own expense, but cannot attend your interview.)
Questions to ask employers during interviews

An interview is a two-way street. Ask questions. The employer should provide an opportunity for you to ask questions at or near the end of the interview.

On this page:

Tips

Samples

Tips

• Always prepare questions to ask. Having no questions prepared sends the message that you have no independent thought process.
• Some of your questions may be answered during the course of the interview, before you are offered the opportunity to ask. If so, you can simply state something to the effect that you were interested in knowing about ..., but that was addressed during the interview. You could ask for additional clarification if applicable.
• Do not ask questions that are clearly answered on the employer's web site and/or in any literature provided by the employer to you in advance. This would simply reveal that you did not prepare for the interview, and you are wasting the employer's time by asking these questions.
• Never ask about salary and benefits issues until those subjects are raised by the employer.

Samples

If you are having trouble developing questions, consider the following samples as food for thought. However, don't ask a question if you are not truly interested in the answer; it will be obvious to the employer.

• What are the company's strengths and weaknesses compared to its competition?
• How important does upper management consider the function of this department/position?
• What is the organization's plan for the next five years, and how does this department fit in?
• Could you explain your organizational structure?
• How will my leadership responsibilities and performance be measured? By whom?
• What are the day-to-day responsibilities of this job?
• Could you describe your company's management style and the type of employee who fits well with it?
• What are some of the skills and abilities necessary for someone to succeed in this job?
• What is the company's policy on providing seminars, workshops, and training so employees can keep up their skills or acquire new ones?
• What particular computer equipment and software do you use?
• What kind of work can I expect to be doing the first year?
• What percentage of routine, detailed work will I encounter?
• How much opportunity is there to see the end result of my efforts?
• Who will review my performance? How often?
• How much guidance or assistance is made available to individuals in developing career goals?
• How much opportunity will I have for decision-making in my first assignment?
• Can you describe an ideal employee?
• What is your organization's policy on transfers to other cities?
Interview follow-up / thank you letters

Interviews are not over when they're over: Follow up.

On this page:

Purpose

Hard copy, handwritten or e-mail?

What to do if you don't hear from the employer

Sample letters

Purpose

Following an interview, promptly (within 2 business days) write the interviewer a letter expressing appreciation and thanks for the interview. The purpose of this letter is to:

• Show appreciation for the employer’s interest in you.
• Reiterate your interest in the position and in the organization.
• Review or remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your follow-up / thank-you letter.
• Demonstrate that you have good manners and know to write a thank-you letter.
• Follow up with any information the employer may have asked you to provide after the interview.
• See samples below:
  
  Sample 5.4: Thank-you for initial interview
  Sample 5.5: Thank-you for on-site interview

Hard copy, handwritten or email?

• Thank-you letters can be hard copy typed, handwritten or e-mailed. Hard copy are most formal and are appropriate after an interview. Handwritten are more personal, and can be appropriate for brief notes to a variety of individuals you may have met during on-on-site interview. E-mail is appropriate when that has been your means of contact with the person you want to thank, or if your contact has expressed a preference for e-mail. (Also see guidelines for using e-mail in your job search and e-mail business etiquette.)

What to do if you don't hear from the employer

• Before your interview ended, your interviewer should have informed you of the organization's follow-up procedures — from whom, by what means, and when you would hear again from the organization. If the interviewer did not tell you, and you did not ask, use your follow-up / thank-you letter to ask.
• If more than a week has passed beyond the date when you were told you would hear something from the employer, call or email to politely inquire about the status of the organization's decision-making process. Someone (or something) or an unexpected circumstance may be holding up the process. A polite inquiry shows that you are still interested in the organization and may prompt the employer to get on schedule with a response. In your inquiry, mention the following: name of the person who interviewed you, time and place of the interview, position for which you are applying (if known), and ask the status of your application.

Sample letters

Sample 5.4: Thank-you for initial interview
Sample 5.5: Thank-you for on-site interview

http://www.career.vt.edu/JOBSEARC/interview/after.htm

6/2/2009
Sample 5.4 - Thank you for initial interview

Ms. Gienna Wright
Human Resources Manager
Fashion Department Store
2000 Line Drive
Fairfax, VA 22030

October 26, 2006

Dear Ms. Wright:

I enjoyed interviewing with you during your recruiting visit to Virginia Tech on October 25. The management trainee program you outlined sounds both challenging and rewarding and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a Bachelor's degree in Fashion Merchandising. Through my education and experience I've gained many skills, as well as an understanding of retailing concepts and dealing with the general public. I have worked seven years in the retail industry in various positions from Salesclerk to Assistant Department Manager. I think my education and work experience would complement Fashion's management trainee program.

I have enclosed a copy of my college transcript and a list of references that you requested.

Thank you again for the opportunity to interview with Fashion Department Store. The interview served to reinforce my strong interest in becoming a part of your management team. I can be reached at (540) 555-1111 or by email at boles@vt.edu should you need additional information.

Sincerely,

Marianne Boles

Enclosures

Sample 5.5 - Thank you for on-site interview

Ms. Patricia Smith
Personnel Manager
Sheldon Computers and Electronics
1212 Lark Lane
Richmond, VA 23230

March 3, 2007

Dear Ms. Smith:

Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and
the tour made for an exciting and complete day.

I was particularly impressed with your warehousing procedures. Mr. Allen was so thorough in explaining your process to me, and I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through an independent study this term. Perhaps I can share my final report with you and Mr. Allen.

The expense report you requested is enclosed.

Again, thank you for your hospitality during my visit and for all your efforts to arrange my visit. Having seen your operation, I am all the more enthused about the career opportunity that Sheldon Computers and Electronics offers. I look forward to your decision.

Sincerely,

Jan Richardson

Enclosure
Sample Resume - High School

FirstName LastName
6 Pine Street, Arlington, VA 12333
home: 555.555.5555
cell: 566.486.2222
e-mail: phjones@vacapp.com

Education

Arlington High School, Arlington, Virginia
2002 – 2005

Experience

Sales Associate, The Retail Store
June 2005 – Present
• Maintain and restock inventory.
• Provide customer service.
• Operate computerized cash register system.

Child Care
2002 - Present
• Provide child care for several families after school, weekends and during school vacations.

Achievements

• Academic Honor Roll: 2002 - 2006

Volunteer Experience

• Big Brother / Big Sisters
• Arlington Literacy Program
• Run for Life

Interests / Activities

• Member of Arlington High School Tennis Team
• Girl Scout
• Piano

Computer Skills

• Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

Sample High School Resume
Resume sample provided by Marcia Robinson, professional resume writer, interview coach and HR consultant at BullsEyeResumes.com

First Name Last Name
6 Elm Avenue, Stockler, CA 91733
Home: 111.111.1111 Cell: 766.444.4444
petals@flowershop.com

OBJECTIVE
A weekend part time position in a retail store that sells music, books or sporting supplies.

EDUCATION
Woodrow Wilson National High School, Stockler CA
High School Diploma anticipated in May 2009 Junior, GPA 3.41
High School Awards and Honors
National Honor Society: Fall 2005, Fall 2006, Spring 2008
Middle School Academic Honor Roll: 2002, 2003
Perfect Attendance 2006

WORK EXPERIENCE
Franklin’s Lawn & Garden Services, Stockler CA 2004 to Present
• Assist family business to provide lawn and yard care services for 25 neighborhood homes bi-weekly.
• Create and distribute 200 flyers about lawn services using Print-to-Pretty software in the neighborhood monthly.
• Help to stuff envelopes with invoices for monthly billing and enter payments into Quick spreadsheet software.

Chuck’s Sodas & Pizza, Stockler CA Summer 2007
• Restocked condiments, napkins and maintained a clean counter.
• Provided great customer service for about 25 walk-in customers on each shift.
• Operated cash register, POS, and frequent guest card system.

VOLUNTEER & COMMUNITY
Big Kids Society - 10 hours monthly
Library Reading Program - 2 hours monthly

INTERESTS & SKILLS
•Community Basketball League - Most Improved Player Award 2001
•Bass Guitar - Indoor Marching Band 2nd Place Tournament of Bands 2008
•Proficient with Microsoft Word, Excel, and PowerPoint, and Internet Research

Sample Resume - High School - No Work Experience

FirstName LastName
6 Pine Street, Arlington, VA 12333
home: 555.555.5555
cell: 566.486.2222
e-mail: phjones@vacapp.com

Education
Arlington High School, Arlington, Virginia
2002 - 2006

Experience
Pet Sitter
2004 - Present
• Provide pet sitting services including dog walking, feeding and yard care.

Child Care
2002 - Present
• Provide child care for several families after school, weekends and during school vacations.

Achievements
• Academic Honor Roll: 2002 - 2006

Volunteer Experience
• Big Brother / Big Sisters
• Arlington Literacy Program
• Run for Life

Interests / Activities
• Member of Arlington High School Tennis Team
• Girl Scout
• Piano

Computer Skills
• Proficient with Microsoft Word, Excel, and PowerPoint, and Internet
The following resume is for a teenager seeking a part time job or a summer internship.

More sample resumes.

Teen Resume Sample

Your Contact Information
First Last Name
Street Address
City, State, Zip
Phone (Cell/Home)
Email Address

Objective:
To obtain knowledge of the day-to-day work of a business through a part time job, summer internship and/or job shadowing experience.

Education:
Main St. High School, Philadelphia, PA
Selected Courses:
Early Childhood Development (2005) - Freshman Year
Urban Education (2006) - Sophomore Year
Urban Education - Psychology (2006-07) - Junior Year
Urban Education - Instructional Internship (2007-08) - Senior Year
Dance and Art Electives

Activities:
• Modeling Club (2005) MSHS
• JROTC Drill Team (2005) MSHS
• Drama Club (2005) MSHS
• Cheerleading (2005-2008) MSHS

Volunteer Work and Job History:
Beacon Program, summer (2006)
Philadelphia, PA

Convenient Store, summer (2006)
Philadelphia, PA

Murray's Food Market (2006)
Philadelphia, PA

McDonald's Fast Food Restaurant (2007)
Philadelphia, PA

Boutique, summer (2007)
Philadelphia, PA

Skills and Languages:
• Spanish - Beginners level
• French - Beginners level

http://jobsearch.about.com/od/resumesandcoverletters/a/teenresume.htm
6/2/2009
- Communication skills
- Experience in child caring - intermediate
- Researching and resource skills