

Interviewing

TIPS FOR EXECUTING A SUCCESSFUL INTERVIEW

You've been invited to interview, and you must come prepared to showcase your interpersonal skills.

Goal of the Interview: Your goal is to show the employer why you will be the best person for the job, relating your personal strengths and past accomplishments to this particular position. Specifically, you want to tell the employer how you can help them accomplish their business goals and function as a valuable member of the organization.

Research: Employers want to see that you've researched their organization prior to the interview. You can search company websites and run Google searches to find helpful links. Research helps you to prepare effective questions for the interview.

Preparation: Write down all the pertinent details of the interview (questions, interesting facts, etc.), as well as the interviewer's name and contact information. You should get detailed directions prior to the interview and do a practice drive so you know exactly how to get there. Review your resume, cover letter, and portfolio presentation and have others review it too. Research salary and benefits for a company of this size in this region.

What to do on the day of the interview:

- Be on time, usually 10 minutes early is great.
- Dress professionally; conservative is best (see pg.8). Once you're hired, you will follow company dress code.
- Bring the questions you prepared during your research.
- Bring extra copies of your resume and pertinent information.
- Be prepared to answer questions about your accomplishments, strengths, and weaknesses. Think about how your experiences can be tied to the job description or to the organization.
- Remember, your first impression is cast within 60 seconds of meeting the interviewer.
- SMILE- it is an internationally accepted symbol of warmth and sincerity.

TYPES OF INTERVIEWS

There is not just one type of interview. Make sure you ask about format when you are called to schedule the interview.

Some of the different types you may encounter are:

1. **Phone Interviews** - used as a tool for screening candidates prior to an in-person interview
2. **Panel Interviews** - you are interviewed by multiple interviewers at the same time
3. **Behavioral Interviews** - questions based on discovering how the interviewee acted in a specific situation. The idea is that past behavior and performance will predict future behavior and performance. Behavioral interviewing is used by many employers and interviewees need to prepare for how they will answer these questions. Your answers need to be based on real life work and academic related situations that you have experienced. A helpful tool in preparing for a behavioral interview is the STAR technique, which can be found on page 4.

5 PHASES OF THE INTERVIEW

Every interview is different, but most follow a general pattern. A typical half-hour session can include 4 segments plus a reflection on your own.

1. **Introductory Phase** – The first 5 to 10 minutes are usually devoted to establishing rapport between you and the interviewer. Try to relax and enjoy the conversation. The interview starts the moment you introduce yourself and shake hands. Don't discount this period. Your ability to talk and express yourself intelligently is being measured.
 - SMILE!!
 - Give more than yes and no responses
 - Utilize positive nonverbal communication skills including eye contact and hand gestures

2. **Qualification Phase** – Phase 2 is when the employer obtains information regarding your knowledge, skills and abilities to match their needs. This is your chance to elaborate on your strong points! Don't monopolize the conversation, and let the interviewer lead. But also don't confine your statements to yes or no answers.
 - Present a positive image of your skills and knowledge that match the organization's opportunity
 - Demonstrate enthusiasm and excitement for the organization and position
 - Respond to Behavioral Based questions using specific examples

3. **Organizational Phase** – Part three begins when the interviewer feels your skills have been identified and can see how they might fit into the organization. The interviewer will then discuss the company and the opening if a good match seems possible.
 - Listen to the employer explain the company and position
 - Convey your knowledge about the company
 - Ask specific questions about the position if given the opportunity

4. **Closing Phase** – The end of the interview is usually when you ask the employer questions about the position or the company. This is also the time you want to reemphasize your interest in the position and why you are the best candidate. Before you leave, make sure you know what the next steps are and when you can expect to hear from them.
 - Thank the employer for their time
 - Shake hands
 - Obtain their business card before you leave

5. **Reflection Phase** – After you leave, take 10 or 15 minutes to review how you did. What questions did you find difficult? What did you forget to say? How can you improve on the next interview?
 - Consider keeping a log or diary with written notes on each of these concerns
 - Also keep a list of specific interview questions asked and how you responded

UTILIZING THE STAR TECHNIQUE

The STAR technique is a simple, easy to use formula for answering interview questions and provides a template to assist candidates in describing their experience in a concise, yet thorough manner, emphasizing their skills. The Action is the most important aspect of the STAR technique as it provides the opportunity to describe to an employer competencies in the key skill areas they are seeking.

S	SITUATION	Provide an overview of the situation
T	TASK	Explain the task that you must handle or resolve
A	ACTION	Describe in detail the methods, techniques, action taken, and skills used to resolve the problem.
R	RESULT	Summarize the results of your experience

Sample Answer to a Behavioral Interview Question

Question:

Tell me about a project you initiated.

Answer:

During my internship with a small marketing firm, I noticed that our customer service to clients could be greatly improved. On many occasions, potential customers would request information on our services but would have to wait for a return call from sales representatives who were frequently away from the office. I thought we could improve service and sales to these clients if specially trained front office staff processed calls so I approached my supervisor about my idea. She supported it and suggested that I present it to the entire team at our next meeting. I shared an outline of an implementation plan, resources needed, and different options for execution. I trained all of the staff on the new system for servicing customers including a client intake form, flow cart and information sheet to use as a quick reference guide. The changes to servicing clients helped the front office staff feel more involved in the marketing goals of the company, enabled sales representatives to have more detailed information on clients prior to conducting initial calls, and created more of a team atmosphere within the organization, greatly increasing client services and positive feedback from customers.

S	SITUATION	"I noticed that our customer service to clients could be greatly improved."
T	TASK	"...we could improve service and sales to these clients if specially trained front office staff processed calls."
A	ACTION	Skills and characteristics displayed in answer: Analysis, Assessment, Collaboration, Creativity, Customer Service, Energy, Initiative, Innovation, Interpersonal, Motivation, Leadership, Oral Communication, Oral Presentation, Organization, Persuasion, Problem Solving, Research, Teamwork, Work Ethic, and Written Communication
R	RESULT	"...front office staff feel more involved...sales representatives have more detailed information on clients...created more of a team atmosphere within the company. Service to clients greatly increased and customers praised the prompt attention"

SAMPLE BEHAVIORAL INTERVIEW QUESTIONS

1. Describe an important goal you set in the past and how you went about achieving that goal.
2. Tell me about a time you had to deal with a difficult person and how you handled that situation.
3. Provide an example of a time in which you had to make a quick decision.
4. Tell me about a time you had to use your oral communication skills in order to make a point.
5. Give me an example of a time you motivated your fellow co-workers or members of a student organization.
6. Provide an example of when you have utilized fact-finding skills to gain information for analyzing and coming to a decision regarding a problem.
7. Give me an example of a time when you had to go above and beyond the call of duty in order to get a job done.
8. What goals have you set for yourself? How are you planning to achieve them?
9. Describe a situation in which you demonstrated your critical thinking skills.
10. Give an example of how you have dealt with a team member not fully contributing to a team project.
11. Tell me about a project you initiated.
12. Describe a time you utilized your analytical skills.
13. What has been your greatest challenge?
14. Describe a situation where you had a conflict with another individual and how you dealt with it.
15. What are some examples of your team-player qualities?
16. Describe your leadership style and how you utilize it.
17. In a particular leadership role you had, what was your greatest challenge?
18. What idea have you developed and implemented that was particularly creative or innovative?
19. Tell me about a team project you are particularly proud of and your contribution.
20. What types of situations put you under pressure, and how do you deal with the pressure?
21. Give me an example of a situation in which you failed, and how you handled it.
22. Tell me about a situation in which you had to persuade another person to see your point of view.
23. Describe a time you successfully communicated with an individual who may not have personally liked you.
24. Describe a way in which you have utilized creativity on the job.
25. How did you use organizational and planning skills in your last job or volunteer position in order to be effective?
26. Describe a time you felt it was necessary to modify or change your actions to respond to the needs of another person.
27. Tell me about a difficult decision you have made.
28. Describe a time you made a contribution toward a teamwork environment.
29. Provide an example of a problem you faced and how you went about solving it.
30. Describe a situation in which you were able to positively influence the actions of others in a desired direction.

FREQUENTLY ASKED INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What do you see yourself doing five years from now?
3. Why did you choose your career path/major? What factors did you consider in choosing your major?
4. What do you consider to be your greatest strengths? Weaknesses?
5. How would you describe yourself? Provide three words that best describe you.
6. Why should I hire you? What characteristics do you think are important for this position?
7. What qualifications do you have that make you think that you will be successful?
8. How do you determine or evaluate success?
9. What do you think it takes to be successful in a company like ours?
10. Why should I hire you without internship/direct work experience in the field?
11. Describe your most rewarding college experience.
12. Who or what has had the greatest influence on the development of your career interests?
13. Why are you interested in our company? What do you know about our company?
14. Why did you select your college or university?
15. What are your expectations from a supervisor? What type of management style do you most like to work under?
16. How have your educational and work experiences prepared you for this position?
17. Do you have supervisory/budget experience?
18. What frustrates you the most?
19. How would your friends describe you? Your professors? Your last supervisor?
20. What else should I know about you?
21. What area of our organization are you most interested in working and why?
22. What criteria would you use if you were hiring for this position?
23. Do you think that your grades/GPA are a good indication of your academic achievement?
24. How do you work under pressure?
25. Describe your time management skills.
26. What information is lacking on our web site/company literature?
27. What other organizations or companies are you considering?
28. What challenges do you think you will have in this position?
29. What salary are you seeking?
30. What questions do you have?

SAMPLE QUESTIONS TO ASK DURING THE INTERVIEW

1. How would you describe the corporate culture?
2. What is the company's management style and the philosophy of its top executives?
3. What are the major issues this organization/industry faces in the next three to five years?
4. What is the strategic vision of the organization and how do individuals contribute to it?
5. What will be expected of me in this position?
6. How does this job and department fit into the organization as a whole?
7. What have you enjoyed the most about working in this company?
8. How did you come to work in your current capacity?
9. Could you tell me the major responsibilities and activities involved in this position?
10. What are the company's short-term goals?
11. What is the typical career path for someone in this position?
12. Does this job usually lead to other positions within the company? Which ones?
13. How did this position become available?
14. What do you like best about this organization? Why?
15. What particular challenges is this organization currently facing? How would this affect my position?
16. What kind of training should I expect in the first three months?
17. What makes your company different from others?
18. Would I be assigned to a particular department or rotate throughout the company?
19. How would you describe a typical day on the job?
20. How much individual responsibility and autonomy would I have in this position?
21. What are the short and long-term strategic directions of the company?
22. What types of staff development/continuing education programs are available?
23. What industry trends are likely to affect your company?
24. How do you evaluate employee performance?
25. To whom would I report to in this position?
26. What are some typical projects I would be working on in this position?
27. What are the most challenging facets of this position?
28. Is any travel or relocation required for the position?
29. What are the company's plans for future growth?
30. What is the next step in the hiring process? When will you make the decision to hire for this position?

DRESS FOR SUCCESS TIPS

Although you don't have to be America's next Top Model, you do have to dress professionally and **appearances do**, absolutely, **count** in the business world.

What should I wear to an interview? How should I dress on my new job?

Remember, it is always best to err on the side of conservatism if you are unsure how to dress, and especially in new circumstances. You can always dress in a more relaxed fashion down the road as you observe what other employees are wearing in the company. However, it may take you awhile to regain some lost respect if you are new to the job and you appear on the scene inappropriately sporting that oh-so-casual look.

To Dress for Success follow these tips:

Men:

1. Wear a solid color conservative suit, blue, black, brown or gray.
2. Make sure the suit fits properly, is clean, pressed and is not too tight or too baggy
3. White long sleeve shirt
4. Conservative tie
5. Dark socks, professional shoes --polished
6. Keep hair neatly trimmed and hairsprays and gels to a minimum
7. Shave and neatly trim facial hair
8. Nails should be at the very least, clean and evenly filed.
9. Don't use too much cologne or after shave
10. No piercings, please.
11. Use deodorant.
12. Don't smoke or eat garlic, onions, or have a strong drink before the interview
13. Limit jewelry
14. Make sure to try on your outfit BEFORE the day of the interview
15. Carry a portfolio or briefcase

Women:

1. Wear a solid color conservative suit, blue, black, brown or gray.
2. With a coordinated blouse
3. Skin colored hosiery
4. Make sure the suit fits properly, is clean, pressed and is not too tight or too baggy
5. Wear low heeled pumps--polished, no sandals please.
6. Keep hair neatly trimmed and hairsprays and gels to a minimum
7. Don't get a fresh perm
8. Don't wear too much makeup and watch out for lipstick on your teeth
9. Shave (everywhere that is appropriate)
10. Nails should be at the very least, clean and evenly filed
11. Use caution when selecting nail polish --not too bright
12. Don't use too much perfume.
13. No piercings, please.
14. Use deodorant.
15. Don't smoke or eat garlic, onions, or have a strong drink before the interview
16. Limit your jewelry
17. Make sure to try on your outfit BEFORE the day of the interview
18. Carry a portfolio or briefcase



SUPER EFFECTIVE INTERVIEW TACTICS by Robin Ryan

You must make the best impression possible and sell yourself effectively or someone else will get the job. Here are **sure-fire** ways to ace that crucial job interview.

1. Know who they are and what they do. Ask for a complete job description. Research the company by starting at the website. If they have an annual report, glance through it. Ask everyone in your network to gather any insider information about the company, its products or services, and any recent notable developments in their industry.

2. Create a hiring strategy. Employers can remember very little once a candidate leaves the interview. Counteract this fact by focusing them on your key strengths and stress your top five selling points, i.e. your experience, notable strengths or skills, past accomplishments, etc.

3. Have a powerful opening and closing. There is one technique that is always effective and that is the **60-second sell™**. This is a memorized statement summing up your top skills and accomplishments into a verbal business card. It immediately focuses the interview to exactly how you can do their job. And it is a perfect way to close the deal ending the interview by reiterating the top reasons they should hire you.

4. Display evidence of your talent. Paint pictures by giving clear specific examples of how you've solved problems or preformed that particular job task before. Bring visual examples of your work -- spreadsheet, tracking system, reports you wrote, designs created or outstanding performance appraisal. These types of examples are very influential and speak volumes about your abilities. Be sure you offer them some solid work references that you know will give a good firsthand report on your job performance.

5. Practice your answers. Give sharp, clear and concise answers that are no longer than 60 seconds. Write out your responses and practice with a tape recorder, video camera, or with a friend. Be ready with well thought out answers for tough questions such as: "What is your current salary?" "What is your weakness?" "Describe your worst boss." "Why should we hire you?" "Why are you leaving?"

6. Master non-verbal communication. Being well dressed, offering a solid handshake, making constant eye contact, and not fidgeting are essential. A sincere smile and demonstrating genuine interest and enthusiasm for the job shows self-confidence and makes a lasting positive impression.

7. Always send a thank-you note, both an email and a typed letter.

8. Create your 60-Second Sell. Successful job hunters noted that the 60-Second Sell was the most influential tool they used during the interview process. You create a customized 60-second statement that links your five top selling points into a few sentences. You open the interview by using your 60-Second Sell when asked: Tell me about yourself? Your answer focuses the interviewer, bringing attention to your most marketable skills, not telling a life story, which loses the employer's attention right at the start.

9. Pay attention to your non-verbal language. our movements, gestures, posture and facial expressions are an important part of your overall performance. A sincere smile sends a warm, confident message. Eye contact is one of the important things employers notice about you. It is crucial and conveys that your message is believable. Be sure you do not sit there stoic, with a blank face. You'll come across boring and dull. Be warm and personable, but not loud and boisterous, letting your natural self-shine through.

What is the biggest mistake to avoid in an interview?

Not dressing up! Employers make snap decisions the second they see you and the wrong appearance can lose you the job. Dress as if the CEO was interviewing you. Wear a suit...it's impressive. Pantsuits are perfect for the more casual industries like high tech. Select a well-fitted, stylish suit in a complimentary color. Avoid anything too baggy, boxy, sexy, low cut or see-through. Watch your hygiene -- be freshly showered, with clean, pressed clothes. Neat, groomed hair, with light makeup and cologne is ideal.

INTERVIEWERS' FAVORITE QUESTIONS...AND ANSWERS by Barbara Mulligan

You're wearing your best interview suit and facing your best friend, who's wearing the most inscrutable hiring-manager face she can muster. You've carefully positioned a video camera to record your every move. All is in place for your mock interview.

"Tell me about yourself," your friend/interviewer intones, adjusting her glasses and gazing steadily into your eyes.

What should you tell her? What would you tell a real recruiter or hiring manager?

"Don't tell me where you were born and raised," says Jonathan Ferguson, assistant director of career services at George Washington University and a veteran of countless mock interviews with students. "Don't tell me that you were a cheerleader. Focus on your academics and experience. Ask yourself, 'what are the top five things I want this person to know about me?'"

Ferguson says that while many recruiters ask questions that are a bit more pointed than "tell me about yourself," it's still likely to come up in many interviews and it's best for students to prepare for it.

What other kinds of questions do recruiters ask? Following are 10 more, plus ideas for how to answer or the kinds of competencies the interviewer is seeking, courtesy of Ferguson and three experienced campus recruiters.

1. What do you see yourself doing five years from now?

"I want to hear something related to retail," says Haley Peoples, college relations manager for JC Penney Co. Inc. in Dallas, Texas. "I don't want to hear 'I want to be an astronaut' or 'I want to win the Academy Award.'"

Haley says the question is designed to help the interviewer know if the job seeker will be happy in that position, or if he or she wants to work in it only as long as it takes to find something "better."

2. How do you make yourself indispensable to a company?

"We are looking for both technical and interpersonal competence," says Doris J. Smith-Brooks, recruiting and advertising manager for Boeing Co. in Seattle, Washington.

Smith-Brooks explains that students who have interned or completed cooperative education assignments generally answer the question best because they know what working for a company entails.

3. What's your greatest strength?

"Don't just talk about your strength—relate it to the position," Ferguson says. "Let them know you are a qualified candidate."

4. What's your greatest weakness?

"Say something along the lines of, 'I have difficulty with this thing, and these are the strategies I use to get around it,'" Ferguson says. "For example, you could say, 'I'm not the most organized of individuals, so I always answer my e-mails and phone calls right away. I'm aware of the problem and I have strategies to deal with it.'"

5. Tell me about a time when your course load was heavy. How did you complete all your work?

"We generally are looking for an answer like, 'Last semester I was taking 21 credits, so I made sure I had a day planner and mapped out all my assignments,'" says Felix J. Martinez, senior staff recruiter at Abbott Laboratories in

Abbott Park, Illinois. “We’re looking for a plan-ahead kind of individual, not someone who just flies by the seat of his pants.”

Martinez says recruiters at Abbott Laboratories use the STAR method of interviewing, which involves getting the interviewee to describe a situation that includes a task that needed to be accomplished, the action taken to accomplish the task, and the result of that action.

“We actually tell the candidate, so they’re aware of what we’re looking for,” he says, adding that the approach can help candidates focus on their answers.

6. Tell me about a time when you had to accomplish a task with someone who was particularly difficult to get along with.

“I want to hear something that shows the candidate has the ability to be sensitive to the needs of others but can still influence them,” Peoples says, adding that he’s heard plenty of wrong answers to that question. “Don’t say ‘I just avoided them’ or ‘They made me cry.’”

7. How do you accept direction and, at the same time, maintain a critical stance regarding your ideas and values?

Smith-Brooks repeats that internship or co-op experience can give students the experience to answer that question, pointing out that students with good interpersonal skills honed on the job can understand how to walk that fine line.

8. What are some examples of activities and surroundings that motivate you?

“Most of our technical disciplines are teamwork professions and require getting along with and motivating other people,” Smith-Brooks says.

9. Tell me how you handled an ethical dilemma.

“Suppose you worked at a bank and a long-time customer wanted a check cashed right away but didn’t have the fund balance in his account to cover the check,” Martinez says, explaining that if the bank’s policy prohibited cashing checks in that manner, the teller would have a choice of violating bank policy or alienating a good customer.

Martinez says the best way to handle such a situation would be to go to a supervisor, explain the situation, and ask for advice. He adds that students who can’t offer a situation that they handled correctly the first time can explain how they learned from making mistakes.

“Explain that the next time, this was how you handled it,” he says.

10. Tell me about a time when you had to resolve a problem with no rules or guidelines in place.

“I’m looking for a sense of urgency in initiating action,” Peoples says, explaining that the question probes a student’s ability to overcome obstacles.

For Peoples, students offering the best answers to the question describe a retail-related problem.

“I’m looking for the right thing in terms of customer service,” he says.

BUSINESS ETIQUETTE

What is business etiquette? In a nutshell, it is how you behave in a business environment including table manners, first impressions, body language, business conversation and correspondence, and general interactions with people in the business community.

Proper business etiquette in the workplace is absolutely essential in today's politically correct, global, business world.

Jennifer Kushell, author of *The Young Entrepreneur's Edge* offers a few solid tips:

Good Behavior Tips:

- Introduce yourself
- Speak clearly
- Be courteous
- Don't bore people
- Never curse
- Don't lose your temper in public
- Do what you can to make others comfortable
- Never make racial, religious, or gender-sensitive remarks, even in jest.
- Never embarrass or insult anyone

Table Manners:

You are always being evaluated, even if you are out for a drink or dinner with a business associate. How do you use your napkin? Which roll is mine? Remember the phrase, "solids on your left, liquids on your right" and you will always know which water, wine, or roll is yours. Ann Marie Sabath offers these 10 most commonly made table manners Faux Pas:

10 Most Common Table Manner Mistakes:

1. Putting your napkin on your lap when you sit down, rather than waiting until everyone at the table has been seated.
2. Blowing on soup or stirring it, rather than allowing it to cool naturally.
3. Acting as though ice cubes are the edible part of a beverage by chewing them.
4. Beginning to eat when your food has been served rather than waiting to begin until everyone at the table has been served.
5. Eating a dinner roll by breaking it in half (rather than tearing a bite-size piece), buttering it, and munching on the bread.
6. Talking with food in your mouth.
7. Chewing with your mouth open.
8. Eating a larger than bite-size piece of food.
9. Blowing your nose at the table.
10. Pushing your place away from you and stacking dishes when you have completed your meal, rather than leaving them in the same place as they were served to you.

First Impressions and Body Language:

You only get one chance to make a first impression . . . only one. No eye contact and you could be perceived as having no confidence. Cross your arms and you might appear to be disinterested. Follow these tips to ensure you are making the right first impression.

How to Make Good Impressions:

- Firm handshake-web to web then firm grip and slight pump, look them in the eye and smile.
- Say please and thank you and remember to use common courtesy, always
- Remain positive in all conversations, ask intelligent questions, and be enthusiastic

THANK YOU LETTERS

Follow up each interview with a thank you letter. Here are some suggestions:

- Thank you letters can be typed or emailed. Use your knowledge of the organization and the hiring timeline to determine the best method. If the employer is making a quick hiring decision and you need to get your letter out immediately, it is recommended that you send your thank you letter via email so they receive it sooner rather than later. If you have a little more flexibility, a formal letter can be a great option.
- Letters should be sent within 24 to 48 hours after the interview.
- Send a thank you letter to the specific person(s) you met with during the interview.
- Hint – get the business card of the individual you interviewed with for accurate spelling and position title.

Thank you letter template: Your letter should match the format/look of your resume, cover letter & reference sheet

Your Header from Resume

Date

Name of Employer (Use specific name and title)
Employer's Address

Dear _____:

First paragraph: Thank the interviewer for meeting with you. Express your enthusiasm about gaining employment in the organization.

Second paragraph: Reiterate your qualifications for and continuing interest in the position. Include any personal skills you forgot to mention during your interview or anything about the position or company that was of particular interest. Emphasize a specific skill or accomplishment that would make you an asset as an employee.

Closing paragraph(s): Briefly thank the interviewer again for consideration. Express confidence in your ability to perform well in the organization. State that you look forward to hearing from the interviewer.

Sincerely, (4 spaces between Sincerely and your name)

(Signature)

Your name (typed)

Sample Thank You Letter

Carla Sims

468 Rose Bush Lane

Rochester, MI 48309

(248) 111-1111 ~ csims@oakland.edu

September 3, 2013

Mr. Howard Smith
Personnel Manager
Modern Advertising, Inc.
5555 Michigan Avenue
Chicago, Illinois 60611

Dear Mr. Smith:

Thank you for the opportunity to interview with you on Tuesday, September 2, for the position of Copywriter at Modern Advertising, Inc. I was impressed with the enthusiasm you displayed for Modern Advertising's future and the helpfulness of your office personnel. Learning about Modern's present media campaign for the Houston Sausage Company was exciting and demonstrated your creative approach to advertising. Modern Advertising is a company with which I wish to be associated.

Your description of the special qualifications required for this position was especially interesting. My ability to work well under pressure and meet tight deadlines has already been proven in the advertising position I held with the Columbia Missourian. As I stated at our meeting, I enjoy the challenge of a competitive environment in which success is based on achievement.

I would also like to mention that since our meeting, I have received the College Reporter's Award for an article of mine that was published in the Columbia Missourian. This is my first national award and I am quite encouraged by this approval of my work.

Again, thank you for considering me for the position of copywriter. I look forward to hearing from you soon. I can be reached at (248) 111-1111 or csims@oakland.edu.

Sincerely,

(4 spaces)

Carla Sims