

What to wear to an interview



Tip 1:

Dress similarly to the dress code of the company with which you are interviewing.

Tip 2:

Keep it simple.

Tip 3:

Don't wear open-toed shoes, low-cut shirts, tight-fitting clothes or heavy make-up.

Tip 4:

Conservative hairstyles are recommended.

Tip 5:

No body piercing or tattoos in obvious places (except minimal ear piercing).

Learn more!

For more information on 4-H Career Education contact:

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160 Agriculture Hall
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(517) 432-7632
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[web1.msue.msu.edu/
cyf/youth/career.html](http://web1.msue.msu.edu/cyf/youth/career.html)

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Career resources on the Web



Tip:
Check these Web sites for valuable information on job fairs, resumes, interviewing and more!

Michigan 4-H Career Education:

web1.msue.msu.edu/cyff/youth/career.html

Other great Web sites:

YoungBiz
www.youngbiz.com
State of Michigan
www.michigan.gov
Hot Shot Business
www.hotshotbusiness.com
Susan Ireland Resumes
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The Princeton Review
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Resumes that get action



Tip:
Use active language to describe your work, volunteer and extracurricular experiences.

Action word examples:

- ✓ Estimated
- ✓ Recommended
- ✓ Communicated
- ✓ Administered
- ✓ Compiled
- ✓ Delegated
- ✓ Collaborated
- ✓ Disbursed
- ✓ Maintained
- ✓ Valued

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RESUMES defined



A resume is a one-page description of your personal accomplishments pertaining to a job.

There are four kinds of resumes:

Chronological – lists your work history in chronological order (most employers want this kind!)

Functional – focuses on areas that relate to the job you are applying for (mainly skills)

Combination – combines work history and skills all in one page

Electronic – is the simplest version that can be e-mailed at the push of a button

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