



CAREER SERVICES

Career Readiness Packet





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Resumes

What is a Resume?

A resume is a document that provides a summary of your educational and academic qualifications. Resumes should be targeted toward the field and/or position for which you intend to apply. As such, it is possible to have more than one version of your resume, each version being more specifically targeted based on the position.

Types of Resumes

There are four main types of resumes: Chronological, Functional, Combination, and Targeted.

- **Chronological:** the most common type of resumes. It lists employment and educational experiences by date in reverse order, with the most recent education and work experience being listed first. This resume format is most commonly used by people who have no large employment gaps and whose experiences coincide chronologically with the position for which they are applying.
- **Functional:** focuses on your skills and abilities instead of work history. It is often used by people with gaps in employment, students, and recent graduates with limited work experience, and people who have changed careers or have varied work/industry work experiences.
- **Combination:** combines skills and abilities with work experience in chronological order.
- **Targeted:** Is specifically tailored to the particular position for which you are applying. All details included on the resume will be directly related to the job description or requirements for the position.

Parts of a resume

An employer will typically review your resume between 30-45 seconds. Dividing your resume into sections trains the reader on how to read your resume quickly. Subheadings and formatting facilitates this. Below is a list of common subheadings. A resume is a customized document and you may choose to use the examples below or create your own.

- **Header:** Includes your name and contact information – mailing address, email address, phone number, professional website link, Skype address etc. This section is very important as this provides information for an employer to contact you. Your name should stand out. The use of a larger font and bolding can facilitate this. Ensure that your email address is professional. It is recommended that you use a simple email address that includes your first and last name. Including an online portfolio link or LinkedIn profile address is also acceptable and may set you apart from other candidates. Be sure that you include your header on all documents submitted with an application packet. That allows your documents to be easily identified if they become separated.
- **Objective:** A targeted sentence or two that states the position you're applying for and the company to which you're applying.



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- **Professional Summary:** an overview of your most valuable skills placed at the top of your resume for the purpose of attracting the employer's attention and prompting him/her to continue to other sections of your resume.
- **Education:** A listing of your educational accomplishments, including achievements acquired and those in progress. This section needs to detail degree(s) achieved, dates of completion or anticipated dates of completion, institution(s) from which they were obtained, and the city and state of the institution. You may also add your GPA in this section if it is impressive, as well as industry related certification, training, and licenses with expiration dates. As a general rule, high school and elementary school education is **not** included on a traditional resume, especially if you have achieved or are pursuing a college degree.
- **Professional/Work experience:** This section allows you to detail your professional work experiences. The title may be adjusted to reflect skills and abilities for functional resumes. It is important that this section includes four key pieces of information for all recorded work experiences: title of position held, company where position was held, location of the company (city and country – even if all your experiences have been in the Cayman Islands), and dates when the position was held. It's also important that this information is presented in a manner that makes it very easy for the employer to locate, especially the position, company, and dates. Please see the sample resume on page 7 for reference. In addition, you will need to provide a description of the tasks and job functions they exercised in each job listed. These descriptions are to be presented in bullet-point format. As a standard measure, at least three bullet points are needed (More may be used as necessary). Bullets points should be formulated using APR Statements (See page 6).
- **Skills:** This section details measurable skills specific to the job description. These are not to be confused with character traits. Please see the sample resume for examples.
- **Awards/Achievements:** Here you may list any academic, work-related, or community awards and accomplishments. Be sure to list the name of the award, the organization from which you received it, and the date it was received (year alone is sufficient).

General formatting

- Traditional resumes typically are formatted in Times New Roman, black, 10-12 pt. font.
- Color is usually not used on a traditional resume.
- Refrain from using the phrase, "references available upon request" at the bottom of your resume. Use a reference sheet instead.



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Sample Headers

Anita Thompson

12 Rose Street, Georgetown, Grand Cayman, KY1-1106
(345) 555-7768
anitathompson@gmail.com

Anita Thompson

12 Rose Street, Georgetown, Grand Cayman, KY1-1106; (345) 555-7768; anitathompson@gmail.com

Anita Thompson

12 Rose Street, Georgetown, Grand Cayman, KY1-1106; (345) 555-7768; anitathompson@gmail.com

Anita Thompson

12 Rose Street, Newlands, Grand Cayman, KY1-1501
(345) 555-7768; anitathompson@gmail.com

Anita Thompson

12 Rose Street, Newlands, Grand Cayman, KY1-1501 (345) 555-7768
anitathompson@gmail.com

Anita Thompson

12 Rose Street • Newlands, Grand Cayman, KY1-1501 • (345) 555-7768
anitathompson@gmail.com



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Sample Resume

Javon Blanchette

12 Rose Street, Newlands, Grand Cayman, KY1-1501, (345) 555-7768; jblanchette@yahoo.com

OBJECTIVE

To obtain the teller position at Scotia Bank.

EDUCATION

Associate of Arts in Accounting

November 2020

International College of the Cayman Islands (ICCI)

Newlands, Grand Cayman

G.P.A: 3.5; worked full-time while attending school

Related courses: Balance Sheet preparation, Liquidation and Receivership, Elements of Cost

RELEVANT EXPERIENCE

Accounting Intern

Summer 2014

Basseterre Accounting

Georgetown, Grand Cayman

- Helped prepare accounting documents for clients' portfolios
- Assisted in designing a survey to determine clients' needs
- Entered client information into company database for record-keeping
- Provided information and customer service to prospective clients

CLASS PROJECT

Preparer

March 2014

Balance sheet preparation (ICCI)

Newlands, Grand Cayman

- Correctly prepared a balance sheet for a shipping company with revenue and expenditure of \$1.2 million.

LEADERSHIP

Treasurer

August 2014 - present

Student Government Association (ICCI)

Newlands, Grand Cayman

- Managed all funds of the association for its successful operation
- Maintained up-to-date financial records and presented reports to the Bursar of the college
- Responsibly allocated and disbursed funds for the association's use

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint, Access); Accountprep

Accounting: Balance sheet preparation, Income statement preparation, Budget preparation

Language: Spanish (fluent)



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APR Statements

The following formula will allow you to create brief, but detailed bullet points on your resume that describe your skills and experiences.

- Speaking about your experiences on your resume is important!
- There are three important things that the employer needs to know:
 - What you did?
 - How you did it?
 - Why you did it?
- Following the APR formula will help you answer those three questions.

A: Action: This is the “how” of the statement. Use an action word to describe how you completed your task. This eliminates the use of the phrase “responsible for”. Refrain from using the phrase “responsible for” on your resume.

P: Project: This is the “what” of the statement. What did you do? Mention the specific task that you were assigned. This is important. Check the job description and ensure that the projects that you are including on your resume showcase how you can meet the requirements in the job description, or how what you have done offers transferable skills to the position you’re applying for.

R: Result: This is the “why” of the statement. Ensure that you include whether you were successful in accomplishing the task or project. Ask yourself: What was the outcome? How did the company/clients benefit from my work on this project/task?

Example

Action	Project	Results
Managed	client financial portfolios	which led to a 35% increase in new memberships
Successfully	entered client information into the company database	to maintain proper record-keeping

Complete APR statement Examples

- Managed client financial portfolios, which led to a 35% increase in new memberships
- Successfully entered client information into the company database to maintain proper record keeping



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Action words for APR Statements

Action Verbs

Management Skills

Administered
Analyzed
Assigned
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reorganized
Reviewed
Scheduled
Supervised

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Co-authored
Collaborated
Corresponded
Developed
Directed
Drafted
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Proposed
Publicized
Reconciled
Recruited

Spoke
Translated
Wrote

Research Skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Inspired
Investigated
Organized
Reviewed
Summarized
Surveyed
Systemized

Technical Skills

Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Pinpointed
Programmed
Remodeled
Repaired
Solved

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted

Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Lectured
Persuaded
Set goals
Stimulated
Taught
Trained

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Managed
Planned
Projected
Researched

Creative Skills

Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Illustrated
Instituted
Integrated
Performed
Planned
Proved

Revised
Revitalized
Set up
Shaped
Streamlined
Structured
Tabulated
Validated

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Facilitated
Familiarized
Guided
Inspired
Motivated
Participated
Provided
Referred
Rehabilitated
Represented
Reinforced
Supported
Taught
Trained
Verified

Clerical or Detail Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Filed
Generated
Implemented
Inspected
Monitored

Operated
Ordered
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized

Stronger Verbs for Accomplishments

Accelerated
Achieved
Attained
Completed
Conceived
Convinced
Discovered
Doubled
Effectuated
Eliminated
Expanded
Expedited
Founded
Improved
Increased
Initiated
Innovated
Introduced
Invented
Launched
Mastered
Originated
Overcame
Overhauled
Pioneered
Reduced
Resolved
Revitalized
Spearheaded
Strengthened
Transformed
Upgraded



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Cover letters

What is a cover letter?

A cover letter is a document (usually one page) that accompanies your resume and provides greater detail about your educational and professional history. Cover letters can serve as a means of setting you apart from other candidates. It provides an opportunity for you to give the employer a deeper look into your professional experience and what makes you the best candidate for the position. It also allows you to formally request an interview. The cover letter has three main sections, divided in paragraphs:

Section 1: The first section tells the reader what position you're applying for and where you learned of the position. It also may provide an avenue for you to provide information if you were personally referred to the position by a current or former employer of good repute. This may increase your chances of securing an interview. Here, you will also state what you know about the company and what you hope to contribute.

Section 2: Here, you will choose two or three projects that you have worked on that specifically highlight how you have successfully demonstrated skills that are listed in the job description.

Section 3: This section allows you to reiterate your interest and excitement in the position. You will also request an interview and thank the employer for their time and consideration. Don't forget to provide a closing with your signature.

Note: The cover letter is a formal introduction to the employer. Be sure to put your best foot forward. Do this by ensuring that your document is written in Standard English with clear, but elevated language befitting a college student/graduate, and is free from grammatical and punctuation errors. Proofread. Proofread. Proofread.



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Sample Cover Letter

Javon Blanchette

12 Rose Street, Newlands, Grand Cayman, KY1-1501, (345) 555-7768; jblanchette@yahoo.com

March 24, 2018

Kitch Henry
Manager Director
Scotia Bank, Cayman
65 Bank Avenue
George Town, Grand Cayman

Dear Mr. Henry:

I am writing to express my interest in the Teller position with Scotia Bank, Cayman as advertised on the e caytrade website. I am currently a second-year student in the Associate of Arts in Accounting program at the International College of the Cayman Islands (ICCI). I would be grateful for the opportunity to use my education and training to enhance your company, which is a leader in the banking in the Caribbean and the world.

While at ICCI, I participated in an accounting internship at Basseterre Accounting. There, I was able to gain tangible experience in preparing budgets, meeting with prospective clients, and providing information about the company's services. I also updated and maintained the company's client database while providing reports to my supervisor and clients. Additionally, I have used my accounting training as the treasurer of the Student Government Association at ICCI. In this position, I have been able to move the association's account from a negative balance by properly allocating and disbursing funds for the association's functions. The association's account now boasts a surplus.

I am genuinely interested in the Teller position at Scotia Bank, Cayman. I've enclosed an updated resume, which further details my educational and professional experiences. I welcome the opportunity to meet with you to discuss them more. I truly believe that I would be a valuable addition to your staff. Thank you for your time and consideration.

Sincerely,

jblanchette

Javon Blanchette
Enclosure: Resume



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References

Who are references?

References are people who are able to speak positively on your behalf regarding your academic and work experiences from a first-hand account. These are usually represented on a separate document in list form and accompanies your resume and cover letter. It will display the same header that is used for all documents. The reference sheet consists of 3 or more professional people who can attest to your academic and professional abilities. The list should include the person's name, job title, relationship to you, phone, and email contact. Refrain from using family members as professional references. Also, be sure to get permission from each reference before listing them and to brief them on the types of positions you will be applying for.

Note: Refrain from using the phrase, "references available upon request" at the bottom of your resume. Use a reference sheet instead.

Sample Reference Sheet

Anita Thompson

12 Rose Street ■ Newlands, Grand Cayman, KY1-1501 ■ Cell: (345) 555-7768

E-mail: anitathompson@gmail.com

REFERENCES

Nicole Whitfield

Manager, Kirk's Office Supplies

Relationship: former supervisor

Phone: 407-333-1112

Email: nickyw@gmail.com

Trevor Martin

Manager, Wendy's Fast Food Restaurant

Relationship: former supervisor

Phone: 407-444-5555

Email: trevorm@yahoo.com

Shanice Brown

Manager, Gucci, Camana Bay

Relationship: former manager

Phone: 407-677-0097

Email: shanbrown@gmail.com



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Interviewing

The gateway into securing a job is through the interview process. There are several types of interviews: phone, video, and face-to-face. You may be involved in more than one of these during the interview process depending on the position for which you are applying. It is important to be prepared for all types, especially a face-to-face interview.

Phone: Phone interviews require as much preparation as a face-to-face interview. It is important that you do your research about the company and prepare answers to common interview questions. Phone interviews are typically used to narrow the candidate pool and to determine whether a face-to-face interview will be conducted. For all interview formats, it is important that you conduct a mock interview to practice your answers and presence. When on a phone interview be sure to be prepared.

- Check your surroundings to make sure you are in a quiet place.
- Ensure that your phone is fully charged.
- Wherever possible, use a landline. If not, ensure that the area in which you will conduct your interview has adequate cell phone service.
- Use a headset, if using a mobile device.

Video: Video interviews have become increasingly popular over the last few years. In preparation, ensure that you have accounts with the most commonly used modes, which include Skype and Google Hangouts. It is important to treat a video interview in the same way as you would treat a face-to-face interview.

- Dress professionally.
- Log in to the platform being used ahead of time to ensure that you are able to log in properly.
- Check your audio and video settings ahead of time.
- Ensure that your computer is plugged in and that you have adequate internet coverage. Use a headset.
- Ensure that you are in a quiet place and the background of where you will be sitting is appealing, but not distracting.
- During the interview, when answering questions, try as best as possible to look into the camera and not at the person/people on the screen. This helps you to appear to be looking directly at the person/people instead of down at the screen.

General Interview Guidelines

Before the interview

- Document your experiences
 - Make a list of all your professional accomplishments
 - Include volunteer experiences, extra-curricular activities
 - Note dates, locations, and brief descriptions of what you did, how you did it, and the end results
 - Study this list and come up a short way to express each experience
 - Be prepared to use them as examples to answer questions during the interview



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- Research the industry, company, and job description
 - Use internet resources or the library to find out about the company: its mission, vision, number of employees, locations etc. Is there any significant news about them? Any major changes? Major challenges? The names of directors, managers, CEOs, owners
 - Talk to current employees if you can
 - Study the job description. Be prepared to talk about how you meet the requirements
- Do a mock interview
 - Look over commonly asked interview questions and prepare/practice answers
 - Practice your answers out loud by yourself and with someone else for feedback
 - Prepare questions to ask the employer
- Create a list of references
 - Identify professional references (former employers, co-workers)
 - Contact your references and let them know that you're applying for jobs. Ask if they can provide you with a positive reference and if so, can you list them on your applications. Let them know what kind of positions you are applying for
- Find out the date, time, and place of the interview
 - Make sure you know exactly where the interview is located
 - If the interview is in an area that you are not familiar with, try to visit it the day before so that you know exactly where you are going
 - Be sure to get the full name of the interviewer(s) beforehand (Ask the person who contacts you who you should ask for when you arrive)
 - Prepare your schedule so that you arrive 10-15 minutes early. Take traffic, bus schedules, and other other possible delays into consideration
 - Bring extra copies of your resume and list of references (on resume paper!)
- Prepare your attire (Face-to-face)
 - Make sure your clothes fit properly
 - Women and men: dark-coloured suits (matching suit – top and bottom) Acceptable colours: Black, grey, dark brown, navy
 - Also acceptable for women: dark-coloured skirts/pants and a formal blouse
 - Also acceptable for men: dark-coloured pants and button-down, plain, long sleeve shirt and tie
 - Women: avoid short skirts, tight-fitting clothes, and blouses with low cuts. Wear minimal jewellery (studs or small hoops, plain necklace, no more than one ring and/or bracelet); minimal, natural-looking makeup (earth tones – avoid bright coloured eyeliner, lipstick, and nail polish); conservative hairstyle (avoid bright hair colours and flashy hairstyles). Wear a conservative shoe, solid colour – either black or brown. (avoid heels that are too high). **Note:** *This is the standard form of dress for traditional job interviews. There are exceptions depending on the position for which one is applying. For example, there are positions that may require you to display your sense of style and creativity in your interview attire. It*



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is important to note that these suggestions allows the interviewer to focus on what's important – your answers to questions and nothing else. This form of dress works to removes distractions.

- Avoid perfume.
- Men: clean and conservative shoes

During the Interview (face-to-face)

- Smile and have a good handshake.
- Turn your cell phone completely off
- Be prepared to engage in small talk as you walk to the interview room or before you begin the interview. (Look around the room for interesting things to talk about)
- Make eye contact
- Be aware of your posture. Sit up straight. Sit forward a little in the chair to prevent slouching. (Women, cross your legs at the ankles).
- Be aware of your body language. Maintain eye contact at all time. Beware of big hand movements, fidgeting, foot shaking/tapping etc.
- Speak clearly and confidently. Be aware of your volume.
- Listen carefully so that questions are answered appropriately
- Do not chew gum
- When answering questions, try to speak positively about your past experiences and employers.
- Be positive and upbeat
- Always ask questions. Prepare at least three questions about the job or company to ask the employer.
- Use Standard English
- Give detailed answers with examples. Use the STAR method to formulate your answers: 1. Situation or Task that you were involved in, 2. Explain your role or what Action you took, 3. Talk about the Results you achieved.

(Taken from Nova Southeastern University's Office of Career Development).

After the Interview

- Find out about the next steps in the interview process
- Get the business cards of each person (contact information) in the interview
- Say thank you. Send a Thank you letter/email/hand-written card to each person in the interview
- Follow-up by calling or emailing the interviewer if time in which they said they would contact you has passed



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Sample Interview Questions and Answers

Q: Tell me about yourself?

A: My name is Anita Thompson. I have been working in the customer service field for about 18 years as a cashier and retail associate. Currently, I'm working as a cashier at Winn Dixie on Colonial Drive. I came across this position on indeed.com and decided to apply because I really like the values of Walmart as a company and I think I would be able to do good work here, just like I've been doing in my previous positions.

Q: What is your idea of customer service?

A: Customer service is providing a service to a customer in a way that makes them have a good experience. Some of the things people can do to provide good customer service include greeting customers in a pleasant way, answering questions and being helpful, and making sure that you work efficiently.

Q: Tell me about a time you helped a co-worker solve a problem

A: Once, there was a new worker who was having trouble remembering how to process a return and her line was getting long. Our manager was very busy. My line was very short, so I finished ringing up my customer and asked the next person in line if it was ok if I stepped over and assisted my co-worker for a minute. The customer said yes, so I went over and showed my co-worker what to do. She was very thankful and the customers commented and said that it was a nice thing for me to do.

Q: How would you handle a difficult customer?

A: I've had to deal with difficult customers several times. What I usually do is to first, listen to them and allow them to express what the issue is to me. Then I will try to rephrase what they have said to make sure I understand. If it is something that I can assist with I will help them based on store policies. If they are not happy with the store policies, then I usually inform them that I'm only allowed to abide by store policies and then I let them know that they have the option of speaking with a manager. If they agree, then I contact a manager for them. I usually ensure that I speak calmly and maintain professionalism.

Q: Why do you want to work at _____?

A: I've worked in several different customer service positions in different companies. I researched this company and I really like the values that this company operates under. I also experience excellent customer service when I use the services here and I believe that I will be able to add to that if I receive the opportunity.

Q: What is your greatest strength?

A: My greatest strength is my ability to be flexible. When you work in customer service you encounter different people and different scenarios every day. Every day is different, so you have to learn to be flexible and adapt to different people and situations. I make sure I make a conscious effort to treat every customer like they are my first customer of the day and give them a good experience.



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Q: What is your greatest weakness?

A: My greatest weakness is talking with my customers too much, but I make sure that I work and talk at the same time so that I don't keep them or other customers waiting.

Q: What does a typical day look like for you?

A: On a typical day, I'm get up early to get myself and my children ready for the day. They head off to school and depending on the shift I'm working, I head to work or I get some house work done or run errands before my shift starts. I make sure that my children have what they need when they get home before I go to work, if I'm working an afternoon/evening shift. Then I head to work and do my best and make it a great day for me and my customers.

Q: How would the people who know you describe you?

A: People who know me would say that I'm personable. I always try to be positive and I'm a hard worker. If there are things to get done, they know that they can count on me.

Q: Tell me why I should hire you?

A: I've been working in similar positions like this one for a number of years. I'm am eager and ready to contribute my years of experience and good work ethic to be a positive addition to your company. I'm also open to learning new ways of doing things and the different operations of this specific store so that I can continue to grow and be a better employee.

Other Common Questions

1. What are your short-term goals? Long-term goals?
2. What do you see yourself doing in five years?
3. Describe what you find stressful in a job. How do you handle the stress?
4. Describe a recent situation when you had to motivate others. What was the outcome?
5. How do you feel about relocating, traveling, working overtime, and spending weekends in the office?
6. Tell me about your most difficult decision and how did you go about making it? 9. What do you really want to do in life?
7. What types of situations put you under pressure, and how do you deal with the pressure?
8. What personal factors do you consider most important in evaluating yourself or your success?
9. What have you enjoyed most and liked least about the work you have done?
10. Tell me what you know about our organization?



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11. What qualities should a successful supervisor/manager possess?
12. Do you prefer to work in a group or alone?
13. What kind of supervisor do you prefer? Tell me about your best/worst supervisor.
14. What do you think it takes to be successful in a company like ours?
15. What kind of reference do you think your last employer will give you?

Questions to ask

1. What might a typical workday in this position be like?
2. What kind of supervision will I receive? How will my performance be evaluated?
3. What is your organization's short range and long range plans for the future?
4. I was reading about (blank) in your organization's literature and I am interested in learning more about it. Can you tell me more?
5. What do you like about working here or this company?
6. What are some the problems facing your staff today?
7. Is there anything else I can tell you about my qualifications?
8. From what I have told you, do you feel my skills will contribute towards your organization?
9. How would you describe the company environment?
10. How are employees rewarded if they perform well?
11. Describe the kind of people who excel in your company.
12. How do current employees feel about their jobs and the company?
13. What is your turn-over rate of new hires within one year? Why do they leave?
14. What are the opportunities to move up within the organization?
15. How secure is this position? If I were to be laid off, what assistance would I receive?
16. What qualities are you looking for in your new hires?
17. What characteristics does a successful person have in your organization?



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Thank You Letters

What is a thank you letter?

The Thank you letter is sent to interviewers usually 24 hours after an interview. It may be sent as a traditional letter, email, or hand-written card and is used to thank the interviewer, reiterate your interest in the position, and add any additional details about your qualifications that you failed to mention during the interview.

Sample Thank You Letter

Anita Thompson

12 Rose Street ■ Newlands, Grand Cayman, KY1-1501 ■ Cell: (345) 555-7768

E-mail: anitathompson@gmail.com

June 24, 2017

Christine Smith
Hiring Manager
Kirk's Supermarket
112 Front Street
George Town, Grand Cayman, KY1-1106

Dear Mrs. Smith,

Thank you for meeting with me in an interview for the cashier position at your store yesterday. I was able to learn more details about the position and the company and I was also happy to share information about what makes me qualified for the job. Additionally, I appreciated you taking the time to answer my questions.

From the information you presented I am sure that I would be able to perform those duties exceptionally well and based on the answers you provided to my questions, I am excited about the possibility of joining such a great team.

If you need any further information or documents, please do not hesitate to contact me.

Thank you again and I look forward to hearing from you soon.

Sincerely,

A. Thompson

Anita Thompson



CAREER SERVICES

Interview Attire

Women



Men