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## **Résumé & Interview Tips**



### **Résumé Overview**

Your résumé is an important aspect of the job search process. It is the first impression you make with an employer and a well-structured résumé can open the door to an interview. Your résumé should be one page in length and include your contact information, career objective, education, experience, honors & awards, skills, and extracurricular activities.

### **Résumé Tips**

When writing your résumé, you should ensure that your objectives are aligned with those of the employer. Be sure to emphasize what skills you have learned, in addition to jobs performed, in both paid and unpaid positions. Use action verbs and specific examples to explain your accomplishments to the employer. Finally, remember to proofread!

### **Sample Action Verbs**

Accomplished, Administered, Advised, Analyzed, Assisted, Built, Collaborated, Completed, Conducted, Coordinated, Created, Developed, Devised, Directed, Examined, Facilitated, Formulated, Generated, Implemented, Improved, Initiated, Investigated, Managed, Marketed, Monitored, Motivated, Negotiated, Proposed, Researched, Specified, Supervised, Taught, Used, Wrote.



### **What to do before the Interview**

Be prepared! Know yourself and the job description and practice interview questions. Be sure to dress professionally and to arrive early to the interview.

### **What to do during the Interview**

Demonstrate self-confidence! Greet the interviewer with a firm handshake and maintain eye contact throughout the interview. Listen attentively, ask pertinent questions, and use good communication skills. As the interview concludes, make sure you know the next steps in the hiring process and express interest in being hired.

### **What to do after the Interview**

Send a thank you letter to the interviewer! Be sure to make note of who interviewed you, when, and what follow-up actions you have taken. You should also reflect on your interview experience and identify your strengths and weaknesses in order to continually improve your interviewing proficiency.

### **More Tips**

To see more résumé and interview tips, including sample résumés and sample interview questions, visit the Career Center webpage at <http://careercenter.umd.edu>.

If you have questions specific to the Federal Work-Study (FWS) program, please call the FWS line at 301-314-5302 or email [fws-admin@umd.edu](mailto:fws-admin@umd.edu).