

School Code:  
**141-727**



# Senior Planning Guide



## Class of 2015

### SIUE East St. Louis Charter High School

**This Book Belongs To:**

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# WELCOME TO YOUR SENIOR YEAR!

This is a time to celebrate! We hope that this Senior Planning Guide will be helpful as you transition to the next phase of your life.

This packet contains information to help you:

- \*verify that you're on track to graduate
- \*research colleges of interest
- \*find financial aid sources
- \*prepare to apply and interview at colleges/universities

It is extremely important for you to review this information carefully. Share this with your parents and see your counselor if you have any questions. We want you to meet all deadlines and know what to expect during this exciting time of your life.

And, remember, we are here to help you along the way!

Don't be afraid to ask!

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# Graduation Requirements

4 Credits English  
 3 Credits Mathematics  
 3 Credits Science  
 3 Credits Social Studies  
 1 Credit Fine Arts/Voc. Ed.  
 1.5 PE/Health  
 4.5 Credits Electives  
 \_\_\_\_\_  
 20 Credits needed for graduation

Student \_\_\_\_\_  
 Date \_\_\_\_\_

English (4yrs)      1    2    3    4    5    6    7    8  
 (each number equals one semester)

Math (3 yrs)      1    2    3    4    5    6

Algebra (1yr)       Geometry (1yr)

Science (3 yrs)      1    2    3    4    5    6

Social Science (3 yrs)      1    2    3    4    5    6

Civics (1 sem.)       Cons. Ed. (1sem.)

Am. History (1yr)

Fine Arts/Voc. Ed. (1yr)    1    2   

PE/Health (1.5 yrs)    1    2    3     

Pass U.S. Constitution       Pass Illinois Constitution

Required Credits      20      PSAE

Earned Credits      \_\_\_\_\_

Still Need      \_\_\_\_\_      Currently Enrolled      \_\_\_\_\_

## Class of 2015

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### SENIOR PORTFOLIO CHECKLIST

#### **Resume**

\_\_\_ Resume

#### **Grades & Test Scores**

\_\_\_ Most current copy of school transcript, with test scores and aptitudes (PSAE, ACT)

#### **Recommendations and Citizenship**

\_\_\_ Letter of recommendation from a teacher or staff member

\_\_\_ Letter of recommendation from an outside source, not your parents (i.e. job, pastor, or anyone who will give you a good reference for being a positive, productive member of society)

\_\_\_ Minimum of 20 hours, an example of Citizenship (e.g., community service)

#### **Career Exploration**

\_\_\_ Written long term/short term goals (Career-Education Plan)

\_\_\_ College Search (copy of 3 letters from schools that proves you applied) or ASVAB Test Results

\_\_\_ Acceptance letter into college, vocational school, or military

\_\_\_ An article related to your future career

#### **Awards/Certificates and Extra-Curricular Activities**

\_\_\_ Certificates/awards earned during high school

\_\_\_ Extracurricular Activities List, most recent listed first

#### **Written Work**

\_\_\_ Two samples of student writing, one from senior year.

\_\_\_ One example of high quality work (projects, presentations, or other written works)

\_\_\_ Personal Reflection of your time at the Charter School, which includes growth academically and personally (1-2 pages typed)

#### **Optional Materials**

\_\_\_ Evidence of participation in a school production

\_\_\_ Creative works (i.e. poetry, short story, lyrics, etc.)

\_\_\_ Pictures (limit to one page, must be school appropriate)

#### **Presentation of Portfolio (using presentation software)**

\_\_\_ Charter Experience

\_\_\_ Contents of Portfolio (brief, highlight two or three specifically)

\_\_\_ Future Plans

# HIGH SCHOOL GOALS AND BEYOND...

## What do you want to do in high school?

1) What have you accomplished already? 2) What do you want to accomplish before graduation?

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## What do you plan to do after high school?

Based upon what you know today, what do you think you'll do after high school? Check all that apply.

Get a job right away.  Find an apprenticeship.  Finish a 1-2 year program

Get a 4 - year degree (BS/BA)  Join the military  Unsure

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## What are you short term goals?

Where do you see yourself within the next year? 2 years? How do you plan to reach those goals?

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## What are you long term goals?

Where do you see yourself within the next 5 years? 10 years? How do you plan to reach those goals?

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## What are your career interests?

In what field do you see yourself working? What is the earning potential?

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# Senior College To-Do List

1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
<ul style="list-style-type: none"> <li>• Re-take ACT (optional, see dates below).</li> <li>• Complete and mail college applications (We highly recommend submitting all materials by Halloween).</li> <li>• Request parent and student pin numbers at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>.</li> <li>• Attend Financial Aid Night</li> <li>• Begin your scholarship search</li> </ul>	<ul style="list-style-type: none"> <li>• Apply for Financial Aid any time after January 1<sup>st</sup> at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a></li> <li>• Continue scholarship search</li> <li>• Wait for financial aid package and responses from colleges.</li> <li>• Register for and take AP Exams (if applicable).</li> <li>• Commit to college of choice.</li> <li>• Secure/Apply for on-campus housing (if applicable).</li> <li>• Take college placement tests, such as the Compass Test at SWIC.</li> <li>• Register for classes.</li> </ul>

## 2014-2015 ACT Test Dates

Test Date	Registration Deadline	(Late Fee Required)
September 13, 2014	August 8, 2014	August 9-22, 2014
October 25, 2014	September 19, 2014	September 20 – October 3, 2014
December 13, 2014	November 7, 2014	November 8 - 21, 2014
February 7, 2015*	January 9, 2015	January 10 – 16, 2015
April 18, 2015	March 13, 2015	March 14 – 27, 2015
June 13, 2015	May 8, 2015	May 9 – 22, 2015

Register ONLINE @ [www.actstudent.org](http://www.actstudent.org)

**BE A  
GOOGLE  
BABY**

# **YOUR COLLEGE SEARCH BEGINS..... ONLINE**



**The WEB has the most updated college info for:  
Admissions, cost, programs of study,  
size, campus life, and so much more....**

## **HELPFUL LINKS:**

- ❖ <http://www.collegeboard.org/> - college search, testing info, college planning tips
- ❖ <http://collegeprowler.com/> - college search for students by students
- ❖ <http://www.wisechoice.com/features> - personality and college matching algorithm, college scores & student reviews for over 1,300 colleges, and customized financial aid estimates
- ❖ <http://campustours.com/> - virtual tours of colleges
- ❖ [www.collegesportsconnect.com](http://www.collegesportsconnect.com) - student athletes guide to choosing the right college.



# Future SWIC Students

- STEP #1** Fill out New Student Form:  
<https://estorm.swic.edu>  
Click “New Student Form” in the left column  
SWIC will e-mail you a Student ID number
- STEP #2** Once you receive your Student ID number  
Sign up to take the Compass Test  
874-6592 (E. St. Louis Campus)  
235-2700 ext. 5182 (Belleville Campus)
- STEP #3** Review for the Compass Test at  
[www.act.org/compass/student/index.html](http://www.act.org/compass/student/index.html)
- STEP #4** New students meet with a SWIC counselor to  
discuss COMPASS scores and to register for  
classes.  
They take walk-ins or you can make an  
appointment at  
874-6592 (E. St. Louis Campus) or  
235-2700 Ext. 5206 (Belleville Campus)
- STEP #5** Check for SWIC scholarships at  
<http://www.swicfoundation.com/> Due March 1st

# **Future SIUE Students**

## **Admission Criteria: for SIUE Freshman**

1. Meet the published deadlines. These can be found on the university website: [www.siue.edu](http://www.siue.edu)
2. Successfully complete the high school course pattern requirements:
  - 4 years of English
  - 3 years of Math
  - 3 years of Lab Science
  - 3 years of Social Science, and
  - 2 years of Electives
3. Applicants who do not meet the minimum high school course requirements are required to correct high school deficiencies as determined by the Office of Admissions.

Priority consideration for admission will be given to students whose applications are complete by the priority deadline of December 1. Applications received after the priority deadline are subject to additional review by the Admissions Review Committee. Applications completed after the final application deadline will not be considered for admission.

### **Typical Freshman Academic Profile**

- ACT Avg. 22.7
- Middle 50% Range 20-25
- High School % Rank 78% in the top 50% of H.S. class

### **SIUE Admission Requirements**

- Minimum ACT Score: 18
- Minimum GPA: 2.5

You may go to the school's website to apply for admission:

[www.siue.edu](http://www.siue.edu)

There is a \$30 application fee. A waiver can be offered if you meet the financial requirements.

# College Application Tips

- Online applications are preferred methods
  - Sometimes they will waive the application fee if done online
- Observe application deadlines and fees
  - Keep a calendar of the deadline dates
- If needing a counselor/teacher recommendation do so no later than 2 weeks before deadline
- Print a copy of the application and practice filling it out before completing the real application
- Fine tune your essay and resume of activities
- Submit your high school transcript
  - See your school counselor to request one
- Most importantly BE YOURSELF do not exaggerate your achievements or abilities!
- Before sending your application make sure everything requested is included
- Make a copy of everything you send to admissions
- **Be clear, Be thorough, and Be on time!!!!**
- Use an appropriate e-mail address
- Remember to monitor what is posted on your social networking website (twitter, MySpace, Facebook)
- Have someone proof read your application before submitting
- Sign your application!

# Get Your Feet on the Campus



- ✓ Take pictures as you explore the campus
- ✓ Drive around the local area, how is security handled?
  - Check for safety, transportation, entertainment and shopping
- ✓ Note the feelings you get in every campus setting
- ✓ Review other student publications
  - Department newsletters, alternative newspapers, literary reviews
- ✓ Check out class sizes
- ✓ What types of financial assistance are available?
- ✓ What are the deadlines for applications & financial aid?
- ✓ Talk to students & professors in your chosen major
- ✓ Research the college
  - Review admission packet & course catalog
  - Surf their college website
  - Get a map of the college & town
- ✓ Visit the college Mondays – Thursdays



# College Visit Checklist

To help you find the right college, fill out one of these forms each time you visit a school.

College Name

City

State

Size

Tuition

Room & Board

Financial Aid Options

## Admissions Contact

Name

E-mail

Phone

## To-Do Checklist

- |   |  |
|---|--|
| <input type="checkbox"/> Talk to professors         | <input type="checkbox"/> Talk to students                      |
| <input type="checkbox"/> Visit the library          | <input type="checkbox"/> Visit student housing                 |
| <input type="checkbox"/> Tour campus                | <input type="checkbox"/> Read bulletin boards                  |
| <input type="checkbox"/> Sit in on a class          | <input type="checkbox"/> Check out recreational facilities     |
| <input type="checkbox"/> Eat at a cafeteria         | <input type="checkbox"/> Check out student activities          |
| <input type="checkbox"/> Talk to admissions office  | <input type="checkbox"/> Tour the city around campus           |
| <input type="checkbox"/> Read the college newspaper | <input type="checkbox"/> Eat at an off-campus student hang-out |
| <input type="checkbox"/> Check out computer labs    | <input type="checkbox"/> Picture yourself living here          |

## Rate It

On a scale of 1-5, five being the best, rate the following:

People \_\_\_\_\_

Social life \_\_\_\_\_

Classrooms \_\_\_\_\_

Residence Halls \_\_\_\_\_

Town \_\_\_\_\_

Campus \_\_\_\_\_

Food \_\_\_\_\_

## Ask a Student

What is the best part about this college?

What is the worst part?

What is a typical day like?

What do the students do on the weekends?

How are classes structured?

Why did you choose this college?

## The best part about my visit

## The worst part about my visit

# AN EFFECTIVE APPLICATION ESSAY A CHECKLIST FOR SELF-EVALUATION

## CONTENT

### THE ESSAY.....

- answers the question asked
- has a thesis, a clear central point
- is analytical rather than simply descriptive (it shows rather than tells)
- is unified, focused and cohesive (includes only information relevant to the topic)
- anticipates the reader's needs
- provides details and examples to support and enliven generalizations

## ORGANIZATION

### THE ESSAY . . .

- has a clear sense of introduction ( avoids throat clearing, addresses the question directly)
- has a clear sense of conclusion (pulls things together at the end rather than stopping abruptly)
- carries the reader along by using effective transitions ("First of all," "In contrast,")

## EXPRESSION

### THE ESSAY . . .

- achieves an appropriate tone (confident, enthusiastic, upbeat, reflective)
- avoids inappropriate tones (groveling, pretentious, whining, arrogant, cynical)
- is written in a voice that is authentic, that sounds like me (at my most articulate moments)
- is concise and to the point rather than long winded and circuitous
- avoids clichéd observations, phrases, expressions and words
- avoids slang (except when used intentionally for a specific effect)

## CORRECTNESS

### THE ESSAY. . .

- observes the conventions of grammar and usage (no errors)
- observes the conventions of punctuation (no errors)
- has no spelling errors
- has been PROOFREAD carefully for errors
- has been proofread again
- has been proofread yet again

# FAFSA

## Free Application for Federal Student Aid



### FINANCIAL AID NIGHT

*Look for an announcement in the fall.*

## When should I apply for Financial Aid?

Starting college next Fall (August)	Apply After January 1st
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### Where do apply?

- You must apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - Don't be fooled by similar sites that ask for money; the FAFSA is free
- To request a paper FAFSA call: 1-800-4-FED-AID (1-800-433-3243)

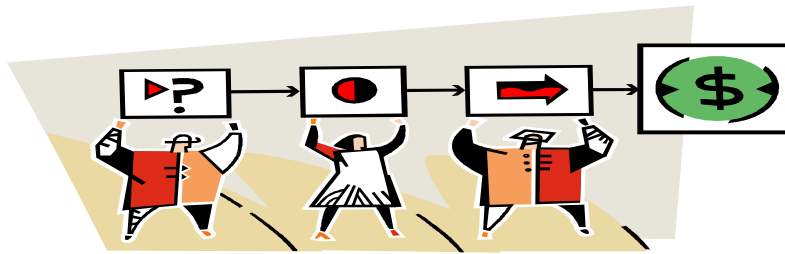
### What can I do now?

- Students and parents can apply **NOW** for a PIN number at [www.pin.ed.gov](http://www.pin.ed.gov).

### What do I need?

- Your Social Security number
- Your alien registration number ( if you are not a U.S. citizen)
- Your most recent federal income tax returns, W-2 forms, and other records of money earned.
- Bank statements and record of investments (if applicable)
- Records of untaxed income (if applicable)
- A Federal Student Aid PIN to sign electronically.

# Financial Aid



## Frequently Asked Questions

### Who is eligible to receive federal student aid?

- a U.S. citizen or eligible non-citizen with a high school diploma or GED
- males must be registered with the selective service
- individuals who demonstrate financial need (except for unsubsidized Stafford Loans)

### How much financial aid am I eligible to receive?

-Eligibility for aid depends on your:

- expected family contribution
- year in school
- enrollment status (full time/part time)
- cost of attendance at the school you will be attending

### Federal Student Aid Programs

Federal Pell Grant (do not have to pay back)

- available to part-time and full-time undergraduate students

Federal Stafford Loans (must be repaid)

- available to undergraduate and graduate students

Federal Plus (must be repaid)

- unsubsidized loans made to parents of the student

Federal Supplemental Educational Opportunity Grants (do not have to repay)

- available for undergraduate students (\$100.00 to \$4,000)

Work Study

- provides jobs to undergraduate and graduate students allowing for money to pay educational expenses

Perkins Loan (must be repaid)

- low interest loan/ undergraduate maximum \$4,000 per year

Federal Academic Competitiveness Grant (do not have to pay back)

- 1<sup>st</sup> academic year \$750.00 / 2<sup>nd</sup> academic year \$1300.00

Smart Grant/National Science & Mathematics Access to Retain Talent Grant (do not have to pay back)

- 3<sup>rd</sup> & 4<sup>th</sup> academic year- if eligible may receive up to \$4,000 per year





# Scholarships



Unfortunately,  
Money does NOT grow on trees.....

## How Do You Get Money For College??

Apply for FAFSA  
([www.fafsa.ed.gov](http://www.fafsa.ed.gov))

Institutional Awards  
through college of  
choice

Other  
Scholarships -  
National & Local

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### Find National & Local Scholarships posted weekly:

- Check with your school counselor or the bulletin board
- Look for updates often
- Check websites
- Check with the college you plan to attend

# Scholarship Tips

- ✓ Be prepared to INVEST time and effort.
- ✓ Look for scholarships provided through your college of choice.
- ✓ Research locally FIRST (unions, membership organizations, parent & student employers).
- ✓ Be sure you meet the qualifications.
- ✓ Online searches are great resources – GOOGLE it!
- ✓ Read the directions CAREFULLY!
- ✓ Keep letters of recommendation and transcripts on hand so you don't have to request new ones for each application.
- ✓ Be neat.
- ✓ Never Pay to Apply.
- ✓ Apply ON TIME!
- ✓ Apply, Apply, Apply! The more you apply, the better your odds.
- ✓ Always be sure all pieces of the application are included (and in the requested order).



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**ALSO --- Check Out Free Scholarship Searches Online:**

[www.fastweb.com](http://www.fastweb.com)

[www.scholarships.com](http://www.scholarships.com)

[www.collegeboard.com](http://www.collegeboard.com)

[www.zinch.com](http://www.zinch.com)

[www.scholarshipmonkey.com](http://www.scholarshipmonkey.com)

[www.free-4u.com](http://www.free-4u.com)

[www.scholarshipexperts.com](http://www.scholarshipexperts.com)

[www.collegenet.com/mach25](http://www.collegenet.com/mach25)

# Request for Letter of Recommendation

Date: \_\_\_\_\_

Date Due: \_\_\_\_\_

Name: \_\_\_\_\_ GPA: \_\_\_\_\_ ACT: \_\_\_\_\_

Purpose of Letter: \_\_\_\_\_  
(Name of College or Scholarship)

Action Requested:

- Send Letter to Institution (attach an addressed stamped envelope)
- Return Letter to Student
- Return Letter to School Counselor's Office
- Other \_\_\_\_\_

What is your intended college major? \_\_\_\_\_

What are your future career goals?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Honors/Awards Received

\_\_\_\_\_  
\_\_\_\_\_

Community Involvement/Volunteering

\_\_\_\_\_  
\_\_\_\_\_

What are your greatest strengths? (circle the five which best describe you)

- |                 |               |                |               |
|-----------------|---------------|----------------|---------------|
| accurate        | curious       | intelligent    | realistic     |
| ambitious       | dedicated     | intense        | reasonable    |
| assertive       | dependable    | inquisitive    | reliable      |
| bright          | determined    | leader         | resourceful   |
| broad interests | enthusiastic  | lively         | responsible   |
| caring          | friendly      | logical        | sensible      |
| cheerful        | goal-oriented | mature         | sympathetic   |
| clever          | good-judgment | motivated      | tactful       |
| competent       | hard working  | multi-talented | thoughtful    |
| concerned       | honest        | optimistic     | truthful      |
| confident       | humorous      | outgoing       | unassuming    |
| conscientious   | idealistic    | patient        | unique        |
| consistent      | imaginative   | perceptive     | versatile     |
| cooperative     | independent   | polite         | well-adjusted |
| courteous       | ingenious     | popular        | witt          |

\*Include something about yourself not mentioned above.

## TRANSCRIPT REQUEST

### HOW DO I REQUEST A TRANSCRIPT?

- See your counselor or Mrs. McCoy for a transcript request form.
- Two ways to get/send your transcript:
  - Have it sent directly to the school , college or business (you must have the address)
  - Have the transcript given back to you in a sealed envelope
- It does take at least 2 to 3 business days to process so **YOU MUST PLAN AHEAD!**
- *Please make copies of the blank attached transcript request form as needed to request transcripts to be sent directly to your school of choice.*



# Sample Student Resume for College Applications

## **John Smith**

800 North 80th<sup>th</sup> Street  
East St. Louis, IL 62203  
(618)555-5555  
jsmith@yahoo.com

Resumes can also be created in:

*Microsoft Word  
Resume Wizard*

*Make sure email is appropriate*

## **Expected Graduation – Spring 2012**

SIUE Charter High School

## **Leadership and Extracurricular Activities**

Recycle Club

- Treasurer (11, 12)

National Honor Society

- Active member (11,12)

Pep-Club

- Active member (11,12)

Lifesavers

- Active member (12)

Volunteer

- Assistant Principals' Office Worker (9, 10)

Yearbook

- Advertising (10)

Softball

- 3<sup>rd</sup> base (9)

- ✓ List most recent activities first
- ✓ Describe leadership roles
- ✓ Give brief description of your specific role in activity
- ✓ Only list 9-12 grade activities and awards
- ✓ Try to keep it one page

## **Awards and Accomplishments**

National Honor Roll (9,10, 11)

## **Community/Volunteering Activities**

Memorial Hospital Auxiliary

- Patient / Lab Transporter

Blood Drive

- Transporter

## **Employment History**

Eckert's Family Restaurant – August 2010 to Present

- Waitress

Dairy Queen – March 2010 to August 2010

- Cashier, food preparation, and server

# JOHN R. SMITH

800 N. 80<sup>th</sup> St.  
East St. Louis, IL 62203  
Phone: (555) 555-5555  
[john.r.smith@email.com](mailto:john.r.smith@email.com)

Insert your contact information here. Be sure to use a professional e-mail address, such as your first and last name.

Dedicated new graduate eager to contribute many talents  
towards advancing the goals and mission of your organization

## Qualifications Profile

- Able to work both independently and collaboratively with an unwavering commitment to ensuring that all initiatives ultimately support the direction of the organization
- Demonstrated skills in time management, detail orientation, and creativity with the ability to innovate and think outside of the box
- Excellent communicator with a commitment to superior customer relations and delivering high quality products and services
- Critical thinker with the proven ability to quickly assess and analyze challenges in order to effectively develop and implement valuable solutions

Your qualifications profile should highlight the skills and qualities you can bring to potential employers.

## Professional Experience

### Soccer Referee

**Belleville, IL Spring 2008 – Present**

#### *Independent Licensed Soccer Referee*

- Successfully marketed my licensed services to various soccer clubs, soccer fields and recreational facilities to obtain paid referee opportunities
- Demonstrated time management, attention to detail and a strong work ethic while performing referee services

When listing your professional experience organize reverse chronological order, most recent position listed first. Include company name, position held, location, dates employed, and responsibilities in position. Everything needs to be clear and organized.

### Total Package Lawn and Landscaping Belleville, IL Summer 2008 & 2009

#### *Landscape Architect*

- Exercised time management, attention to detail and a strong work ethic while performing landscaping services for clients
- Successfully worked both independently and collaboratively to accomplish all assigned tasks to the highest standards

## Leadership & Activities

### Student Council - 2009 – 2011

- Chair of Community Service - 2010

### Club Basketball Team – 2008 - 2009

This is where you can list any leadership roles, volunteer work and/or student organizations.

## Honors & Awards

### National Honor Society – 2010 & 2011

If you have any Honors and Awards to show off, feel free to add them here.

## Education

**SIUE CHARTER HIGH SCHOOL** – Anticipated Graduation, May 2014

Once you have graduated, remove the ‘anticipated’ language.

# Cover Letter

A cover letter is a document sent with your resume to provide additional information on your skills and experience. Here is an example:

## Your contact information

Your Name

Your Address

Your City, State, and Zip Code

Date

## Employer contact information

Name

Title

Company

Address

City, State, Zip Code

Dear Mr. /Ms. Last Name,

## First paragraph:

This is where you will mention the job for which you're applying and how you found the job listing. It only needs to be 1 to 2 sentences in length.

## Body paragraphs:

Most cover letters will only have 1 or 2 body paragraphs. You don't want to overwhelm the hiring manager or use up a great deal of his or her time. Try to answer the following questions in your body paragraphs:

- Why am I a qualified candidate for this position?
- What work experience do I have that fits the job requirements in the company's listing?
- Why do I want to work for this company specifically?

## Final paragraph:

This will be where you wrap up and discuss how you will proceed with the application.

### Consider including the following:

- Reiterate in one sentence why you feel you're a perfect fit for the position.
- Discuss what you'll do next. If you plan on following up with the hiring manager in a week or two, include a specific date. Otherwise, just say that you look forward to interviewing for the position and discussing your qualifications further.
- Provide your contact information. Include your email address and your phone number so the hiring manager can get in touch with you.
- Mention that your resume or references are attached (if applicable).
- Thank the person for their time.

## Closing Statement:

"Best" or "Sincerely" are both classic options, finish by typing your full name.



# Put your Talents to Work!

- ❖ Use NETWORKING skills
  - Contact people you know working at the desired company
  - Get a Human Resource contact or hiring manager
  - Try to get a personal referral; personal referrals go a long way!
- ❖ Have your resume handy
  - Most applications are done online, so have your resume on hand and formatted to be copy and pasted in an online data system
- ❖ Dress like you are getting the job!
  - When turning in your application or resume dress like you are getting an on the spot interview
- ❖ Follow up!
  - After you apply, wait a few days and call once to check on the status of your application
- ❖ Dress professionally!
  - Men wear a nice collared or button down shirt and slacks
  - Women wear nice business blouses and skirts or nice slacks with collared or button down shirts
  - Absolutely **NO** visible tattoos, piercings (other than ears for women) revealing clothing, or anything that might be deemed offensive
- ❖ Be polite & courteous through the entire process
- ❖ Avoid using slang
- ❖ Silence and stow your cell phone
- ❖ BE CONFIDENT! Smile! Relax!

# Job Interview Skills



## Practice Good Nonverbal Communication

It's about demonstrating confidence: standing straight, making eye contact and connecting with a firm handshake. That first nonverbal impression can be a great beginning -- or quick ending -- to your interview.

## Dress for the Job or Company

Today's casual dress codes do not give you permission to dress as "they" do when you interview. It is important to know what to wear to an interview and to be well-groomed. Whether you wear a suit or something less formal depends on the company culture and the position you are seeking. If possible, call to find out about the company dress code before the interview.

## Listen

From the very beginning of the interview, your interviewer is giving you information, either directly or indirectly. If you are not hearing it, you are missing a major opportunity. Good communication skills include listening and letting the person know you heard what was said. Observe your interviewer, and match that style and pace.

## Don't Talk Too Much

Telling the interviewer more than he needs to know could be a fatal mistake. When you have not prepared ahead of time, you may ramble when answering interview questions, sometimes talking yourself right out of the job. Prepare for the interview by reading through the job posting, matching your skills with the position's requirements and relating only that information.

## Don't Be Too Familiar

The interview is a professional meeting to talk business. This is not about making a new friend. Your level of familiarity should mimic the interviewer's demeanor. It is important to bring energy and enthusiasm to the interview and to ask questions, but do not overstep your place as a candidate looking for a job.

## **Use Appropriate Language**

It's a given that you should use professional language during the interview. Be aware of any inappropriate slang words or references to age, race, religion, politics or sexual orientation -- these topics could send you out the door very quickly.

## **Don't Be Cocky**

Attitude plays a key role in your interview success. There is a fine balance between confidence, professionalism and modesty. Even if you're putting on a performance to demonstrate your ability, overconfidence is as bad, if not worse, as being too reserved.

## **Take Care to Answer the Questions**

When interviewers ask for an example of a time when you did something, they are asking behavioral interview questions, which are designed to elicit a sample of your past behavior. If you fail to relate a specific example, you not only don't answer the question, but you also miss an opportunity to prove your ability and talk about your skills.

## **Ask Questions**

When asked if they have any questions, most candidates answer, "No." Wrong answer! Part of knowing how to interview is being ready to ask questions that demonstrate an interest in what goes on in the company. Asking questions also gives you the opportunity to find out if this is the right place for you. The best questions come from listening to what you're asked during the interview and asking for additional information.

## **Don't Appear Desperate**

When you interview with the "please, please hire me" approach; you appear desperate and less confident. Reflect the three Cs during the interview: cool, calm and confidence. You know you can do the job; make sure the interviewer believes you can, too.



# Military Contacts

## **Air Force**

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## **Air Force Reserve**

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## **Coast Guard**

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## **Air Force ROTC**

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