



MIRAKL

Interview Prep

STEP 1

Resume

The Resume

Resumes are the most effective way to highlight and showcase your professional experience. It is oftentimes the first thing HR or a Hiring Manager will look at!

Tips & Tricks

- Use verbs in the present tense to show what you're doing
- Stay focused on what you are responsible for in the role and what you accomplish
- Mention any relevant tools, software(s), or skills you used here
- List what you've accomplished that's relevant and explain what you've achieved that could be a benefit the company
- List training you've pursued that matches the job requirements and also shows your initiative and commitment to learning
- Mention any other assets you offer, such as professional memberships, awards, etc. to support your candidacy

MORGAN MAXWELL
TALENT ACQUISITION ASSOCIATE

+123-456-7890
hello@reallygreatsite.com
123 Anywhere St., Any City

About Me A driven and highly insightful Talent Acquisition professional with over 6 years of experience recruiting technical consultants in the Oracle and Business Intelligence spaces for clients across several industries, including Retail, Consumer Goods, Oil & Gas, Hi-Tech, Hospitality, A&D, Bio/Pharma, and Financial Services. Applies skills and guidance to others while providing a strong sense of leadership and transparency. Proven success in fostering relationships with external candidates and internal employees to bring the best talent forward and together.

Experience

Company Name 2021 - Present
Talent Acquisiton Associate
Boston, MA

- Responsible for full life cycle recruitment on a wide range of roles across Oracle EPM, ERP Financials, SCM, & HCM
- Creatively source and identify candidates via LinkedIn, networking, direct sourcing, and referrals
- Excel in passive and direct sourcing techniques to identify and attract prospective candidates
- Coordinate the interview process and act as a trusted HR Business Partner for all persons involved in the hiring process
- Develop an effective and proactive pipeline of key talent during a tremendous period of growth for the firm
- Monitor and manage candidate applications within our Applicant Tracking System, JobVite.
- Partner with the Director of Talent Acquisition, as well as other members of the People Services team, to ensure the high-quality delivery of internal talent
- Act as an ambassador of culture, value, DEI, business strategies, benefits, and other areas of interest to candidates

Education

2020
University Name
Degree

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Language

Spanish ██████████
English ██████████
Japanese ██████████
Korean ██████████

Expertise

- MS Office Suite (Word, PowerPoint, OneNote, Excel, SharePoint), LinkedIn Recruiter, Salesforce CRM/ATS, JobScience, Bullhorn CRM/ATS, Insight Squared, JobVite

Reference

Lorna Alvarado
Company Name/Position
Phone
+123-456-7890

STEP 2

Cover Letter

The Cover Letter

A cover letter is a letter you include with your resume to potential employers. The cover letter should articulate your interest in the job and the company and why you think you would be an excellent fit for the role.

It should outline your interests, skills, and experiences relevant to the role. If you are applying for multiple positions, make sure to customize each cover letter to the specific job & company.

www.reallygreatsite.com
hello@reallygreatsite.com

CHIAKI SATO

Dear Ms. Thompson,

February 10, 2025

Thompson
Aldenaire Co.
123 Anywhere St.,
Any City, ST 12345
123-456-7890

A cover letter allows you to introduce yourself professionally to a prospective employer. Your goal in writing your cover letter should be encouraging the employer to read your resume and consider you for a specific position.

Highlight your achievements, skills, experiences, and training that are relevant to the position you want to get. However, avoid simply repeating the information you included in your resume. Tailor your cover letter to each employer and job. Since you are applying for specific roles, give specific examples and events demonstrating your ability to perform well if given the position.

Yes, you should maintain a professional air throughout the copy, however, an exceedingly formal tone may turn off those who read it. Remember to also show genuine enthusiasm for the job. You can think of it this way: it's not a suit-and-tie event, but an intelligent casual gathering. Steer away from highly personal information and questions about the position. This includes talking about salary expectations and company benefits. Instead, reserve such inquiries for the actual interview.

Best regards,
CHIAKI SATO

STEP 3

Interview Prep

Interview Prep

Researching the Role:

Whether you currently hold a similar position to the one you are applying for or not, it's still important to become familiar with what your day-to-day would look like at this company. Understand the size of the team, who your manager would be and what they are expecting you to accomplish to make sure this opportunity aligns with your skills and career desires.

Researching the Company:

Researching an organization before the interview process is an important part of finding the right job for you. Not only does it show the team that you are bought in, but it can also inform whether this is a good fit for your next steps, as well as lessen nerves on the big day. Make sure to keep the following in mind when you deep dive:

It's important to understand what a company's mission is; what are they trying to accomplish day-to-day, and where are they trying to go with that work

Learn about how the company wants to be viewed through their websites and socials, but also the candid experiences of employees who would be in a similar position to you.

Read up on the CEO, what products and/or services they offer, how long they have been in business, and any current media updates.

Researching the Industry:

Make sure to dedicate time to understand the intricacies of any prospective new industry for a competitive advantage during interviews. Interviews with the hiring manager and prospective peers are a great time to use business cases and examples of competitors to show you will ramp quickly and be an asset when you join. Networking with friends and family at a similar company, watching videos, reading articles and even trying to find courses you can finish in a day are all great areas to focus on. Since there is only so much you can learn in a short time, you can also focus on a niche aspect that you can be very confident about.



STEP 4

STAR Method

The STAR Method

Interview questions that prompt a STAR response are known as behavioral questions. If you're currently searching for a job, you can expect to come across your fair share of them. Behavioral interview questions ask candidates to share how they've demonstrated certain skills, behaviors, and abilities in a past situation. It can be really helpful to write examples out to practice and have in your backpocket during the interview.

Situation

Set the scene by briefly describing the situation, challenge, or event you faced. Begin answering the question by giving your interviewer context around the specific situation or challenge you faced. Try to limit this part to only a few sentences to set the scene. The bulk of your answer should focus on your actions and results. Make sure the situation you've chosen clearly demonstrates the skill or capability you're being asked about and is complex enough for the role you're interviewing for.

Task

Explain what your responsibilities were in that situation. What role did you play? Similar to the situation portion of your answer, this part should also be brief and to the point. For example, it can be a simple sentence, like this one: "As the customer experience manager, it was my responsibility to resolve the client's concern at the first point of contact."

Action

This is the most important part of your answer because it's your opportunity to showcase your capabilities. The hiring manager doesn't just want to hear what you've accomplished, but how you've accomplished it. Explain what steps you took to overcome the challenge or reach your goal. Be as specific as possible, describe each step in detail, and avoid vague statements like "I worked really hard."

Result


This is the time to share the results of your actions with your potential employer. What positive impact were you able to achieve? How did you resolve the situation? Make sure the outcome is always a positive one. For example, even if you're asked to describe a time you made a mistake, you should focus on what you learned from the experience. Employers love to see measurable results, so don't forget to quantify your results when you can or back them up with concrete examples.


STEP 5


The Day of the Interview


The Day Of Interview

It's normal to feel nervous on the day of an interview. Here are some tips to feel as confident as you can so that nerves don't take over.


 Be on time at the office or the Zoom meeting. If the interview is onsite, give yourself plenty in case of traffic to park and find the office. If the interview is on Zoom, set up your workstation ahead of time and join the meeting five minutes before in case of technical difficulties.

 Practice out loud beforehand to know how your answers will sound and for muscle memory.

 Take a few deep breaths or practice other self-care that you know is effective.

 Dress appropriately and have positive body language. First impressions are meaningful and lasting, so make sure you put your best foot forward.

 Have a healthy meal and drink water.

 Ensure your cell phone is put away, so you have no distractions.