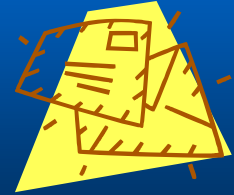


Securing an Interview

RCPT 413 Professional Issues

Preparing Your Packet

- Resume, cover letter, and goals approved
- All three copied on good paper
 - Extra paper
 - Envelopes
 - Labels
- Send to three **approved** agencies



Sending Your Packet

- Personalize each letter
 - Timeline for contacting
 - Give one week after mailing
- Sign each letter
- Put in mail
 - Make sure does not need additional stamps



Meanwhile...

- Get ready for their call
 - Check messages – home and cell
 - Tell roommates, etc



Contacting the Agency

- Start at beginning of week - calling
- Have information in front of you
- Have quiet space, ensure time
- Identify times you can go for interviews
- Get accurate directions
- Take notes!!!

What if they...

- Ask you to do interview right then?
- Ask you something you do not know?
- Assume you are coming to that agency?
- Won't return your call?



Personal Interviews vs. Phone Interviews

- Some agencies will not do phone interviews
- Advantage of seeing agency, staff, facilities, housing, etc.
- Phone interview should be your last option



Finalizing Interview Arrangements

- Set time and date
- Get directions
- Check schedule
- Email or call re: confirming, looking forward to meeting



Getting Ready

- Practice
- Pull all materials together
- Make arrangements with other obligations
- Dress appropriately
- Research agency
 - Everyone we interviewed knew about RU



After the Interview

- **Immediately** write thank you note
 - Thanking for time and attention
 - Following up on any information
 - Question
 - Requested information
 - Informing again about your timeline
 - Three interviews

Practicing

- Classes divided
- Sign-up



Questions

