

UMKC Work-Study Job Search Tips

Applying for Positions

- After identifying positions you are interested in, contact the department as specified in the job posting
- Use proper email etiquette- [Example Here](#) and on [Pinterest](#)
 - Salutation Example: Dear Ms. Scholten, Dr. Phillips, Mr. Jones
 - Body Example: State why you are writing; reference the position
 - Closing Example: Sincerely, Your Full Name
 - Use this same format when returning your resume/application/class schedule
- User proper phone etiquette
 - If you reached a general number, ask for the contact listed on the job posting
 - State your name and reason for your call; be sure to reference the title of the position

Interview Attire

- Dress professionally for your interviews
 - Wear dress pants or a skirt (skirts should be knee-length) and a nice shirt
 - Check out some examples on [UMKC Career Service's Pinterest Board Work Appropriate](#)

Interview Skills

- Research yourself: What are your strengths/qualifications?
- Research the job: What are the duties?
- Research the department: What are they known for? What makes them stand out? Why do you want to work there?
- Arrive 15 minutes early for your interview
- Be prepared for interview questions: Have flexible stories for your experiences; answer behavior-based questions with specific examples
- Ask relevant questions at the end of the interview: Be sure to ask about a timeline/next steps in the interview process

Following Up

- Send a thank you note: Reiterate your interest in the position/organization and highlight your qualifications one last time
- Be sure to send an additional materials as requested during the interview as soon as possible