

Final Interview Grade:

_____ Error-free, completed Cover Letter (20 points possible –Rough and Final Draft)

_____ Error-free, completed Resume and References (25 points possible – Rough and Final Draft)

_____ Interviewer Evaluation Form (35 points possible)

_____ Receptionist Evaluation Form (15 points possible)

_____ Completed Application (5 Points)

_____ **Total Points/100 points possible**

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Interview Project

Consumer Education

Your interview at the LZHS Library will take place on _____.

Please bring a portfolio/manila folder with you during the interview. The following important papers should be brought to the interview:

1. Cover letter
2. Resume
3. Application form
4. Evaluation form
5. Pass (to be signed during check-in at library)

Please list these five items on the inside of your folder as an additional reminder. Your paperwork will not be returned to you at the library. I will receive the folder with the evaluation form and other paperwork after your interview. I will return them to you as soon as possible during class.

The following points will be awarded for your interview:

- 20 points for an error-free, completed cover letter
- 25 points for an error-free, completed resume and reference page
- 35 points for the Interview Project Evaluation form
- 15 points for receptionist evaluation
- 5 points for the completed application

You can earn a total of **100 points** for this project. You will find it to be a great learning experience. Before you graduate, be sure to keep your paperwork on file at home, along with letters of recommendation, records of your accomplishments, honors, volunteer work, etc. You will be very glad you have this the next time you need it for that “not-so-mock” interview!

Consumer Education Mock Interview Resume Worksheet

Heading:

First Name, Middle Initial, Last Name

Street Address, City, State and Zip

Area Code, Home Telephone Number + Cell Telephone Number

Appropriate E-mail address (create one for professional use)

Objective: (name the position you are seeking)

Education: (List most recent to least recent – *only list middle school if you have additional room*) List Graduation Pending: June 201__

(May want to consider listing honors and/or awards right along with school activities)

Work History: (List most recent to least recent (Month, Year format) along with 3-4 responsibilities) List your supervisor name.

February, 2013 – Present (format for current job)

(list volunteer work or community service projects that you've worked on)

Activities and Organizations:

Special Skills:

Awards and Honors:

References: Available upon request

Other tips:

- Your resume should only be one page long.
- Bold main headings
- Leave an adequate amount of space between headings
- Font size should be no smaller than 12 points
(use 14 if you have a smaller page of information)
- Vertically center your resume on the page. Use these steps:
 - ✓ File/Page Setup. The "Page Setup" dialog box appears.
 - ✓ Click on the "Layout" tab.
 - ✓ Choose "Center" for the Vertical Alignment of your document.
- Spell check your resume and encourage friends and relatives to provide feedback. Consider visiting our Writing Lab for assistance.
- Make sure everything on the resume is legitimate and truthful.