

Soft Skills + Behavioral Interview Questions

NME Week 1



Resume: Format and Rules

NAME
Address, City, State Zip | (607) 607-0000 | NetID@cornell.edu
LinkedIn URL

EDUCATION

Cornell University, SC Johnson College of Business Ithaca, New York
THE CHARLES H. DYSON SCHOOL OF APPLIED ECONOMICS AND MANAGEMENT *Anticipated Graduation: May 2024*
Candidate for Bachelor of Science in Applied Economics and Management GPA: X.X
Concentration:
Coursework: (fill line)

WORK EXPERIENCE

NAME OF COMPANY City, State
Position, Department or Division *Month Year – Month Year*
• Describe achievements in results-orientated style...action verb + outcome/result or purpose (quantify if possible)
• Developed...
• Led...

NAME OF COMPANY City, State
Position, Department or Division *Month Year – Month Year*
• Describe achievements in results-orientated style...action verb + outcome/result or purpose (quantify if possible)
• Developed...
• Led...

LEADERSHIP

NAME OF ORGANIZATION City, State
Position, Department or Division *Month Year – Month Year*
• Describe achievements in results-orientated style...action verb + outcome/result or purpose (quantify if possible)
• Developed...
• Led...

NAME OF ORGANIZATION City, State
Position, Department or Division *Month Year – Month Year*
• Describe achievements in results-orientated style...action verb + outcome/result or purpose (quantify if possible)
• Developed...
• Led...

ACTIVITIES

NAME OF ORGANIZATION City, State
Position, Department or Division *Month Year – Month Year*
• Describe achievements in results-orientated style...action verb + outcome/result or purpose (quantify if possible)
• Developed...
• Led...

NAME OF ORGANIZATION City, State
Position, Department or Division *Month Year – Month Year*
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SKILLS & INTERESTS (Can add CERTIFICATIONS, etc if relevant)

Skills: (languages, technical, soft) list
Interests: list

- Can change school/major to fit you
- Lines should extend to the end and not overflow onto next line
- Start lines with past tense action verb
- Do not use verb more than once
- Write about your role, the result of your actions, what you accomplished
- Be aware of when to bold or italicize
- Be specific and to the point
- One page exactly
- Same font style throughout
- Be as quantitative as possible (#s)



Resume Example

ACTIVITIES & LEADERSHIP

Diversity on the Street

New Member Educator

Ithaca, NY

September 2020 – Present

- Taught 2 semester-long education series to 50 new members on accounting and financial modeling ending in a stock pitch competition to partner firms while providing accommodations for students from diverse backgrounds

Cornell Hedge Fund

Financial Analyst

Ithaca, NY

September 2020 – Present

- Advanced my understanding of accounting, Microsoft Office, and financial modeling in an onboarding course
- Attended weekly fund meetings to discuss updated market activity and potential investments for the club portfolio
- Incorporated comparable company analysis and discounted cash flow analysis in 3 group stock pitches

Cornell Advocacy Project

Co-founder

Ithaca, NY

June 2020 – Present

- Budgeted \$2,000 of university funding to meet the club's administrative and operating expenses for the year
- Wrote a grant proposal raising \$750 to fund the creation of a sexual assault prevention training video for Cornell
- Developed curriculum and interactive activities for a public-speaking workshop attended by over 30 individuals

Cornell Speech and Debate Society

Varsity Policy Debater

Ithaca, NY

August 2019 – August 2020

- Competed in 36 policy debate rounds on space policy and international relations at universities around the U.S.
- Judged 10 high school debate rounds and gave constructive criticism on argumentation and speaking technique



Resume Line for DOTS

- Developed professional and technical skills in an 8-week intensive education series with 50 other students from diverse backgrounds

Other ways of writing it:

- Participated in an 8-week...
- Gained a new perspective on the financial services industry through...
- Created a stock pitch with 4 other team members by analyzing...



Thank you Email..... [X Info Session] Thank You

Dear _____,

I hope this email finds you well. I enjoyed meeting you at the ____ Information Session and hearing about.....

I was hoping to set up a time to speak more about _____. I understand you are very busy, but it would be greatly appreciated. Please let me know if you have any availabilities in the coming weeks for a 20-minute phone call.

Thank you and I am looking forward to hearing from you soon.

Best,



Coffee Chat Requests

Subject line: [DOTS] Coffee Chat

Dear _____,

You will be matched with returning members and will be required to email and coffee chat them!

I hope you are having a great day. My name is X and I am a new member of Diversity on the Street this semester. I am reaching out to see if you are available to chat sometime next week about your experiences in the club and at Cornell.

I am available at the following times:

- Monday, October #: 10-11:30am, 2-4pm
- Tuesday, October #: before 3pm
- ETC

I understand you are very busy, so if none of these times work for you, I am happy to work with your schedule.

Thank you and I am looking forward to hearing from you soon.



Information Session

During

- Business Professional
- Take notes on presentation & lecture
- Quality over quantity
- Get emails & contact info of speakers & people you chat with

After

- Write down everything you can remember you talked about with each person
- Draft emails
- Send follow-up email
 - Ask for phone call



Handshake and LinkedIn



- <https://cornell.joinhandshake.com>
- Discover networking events (info sessions, coffee chats)
- Apply for internships/jobs/programs



- Include your LinkedIn personal URL in resume
- Cold-calling and reaching out to professionals (Cornell alum)
- Professional Headshot for profile picture



Zoom Interview Etiquette

Do

- Turn camera on
- Mute if not talking
- Eye contact
- Stay on task
- Ask questions if needed

Don't

- Walk and Talk
- Slouch
- Show up late
- Poor lighting
- Messy or distracting background



In-Person Interview Etiquette

Do

- Show up 10-15 min early
- Eye contact
- Padfolio
- Multiple copies of resume and a pen
- Dress professionally
- Research

Don't

- Fidget with hands or pen
- Slouch
- Ramble
- Lack enthusiasm
- Panic
- Speak poorly of past experiences or people



Your Pitch

Tell me about yourself. Walk me through your resume.

Important in
standing apart at an
information session,
in an interview, or in
a coffee chat

1. Start with where you are from
2. Education
3. Link experiences together (chronological with logical transitions between positions)
4. Tie back into what you are applying for

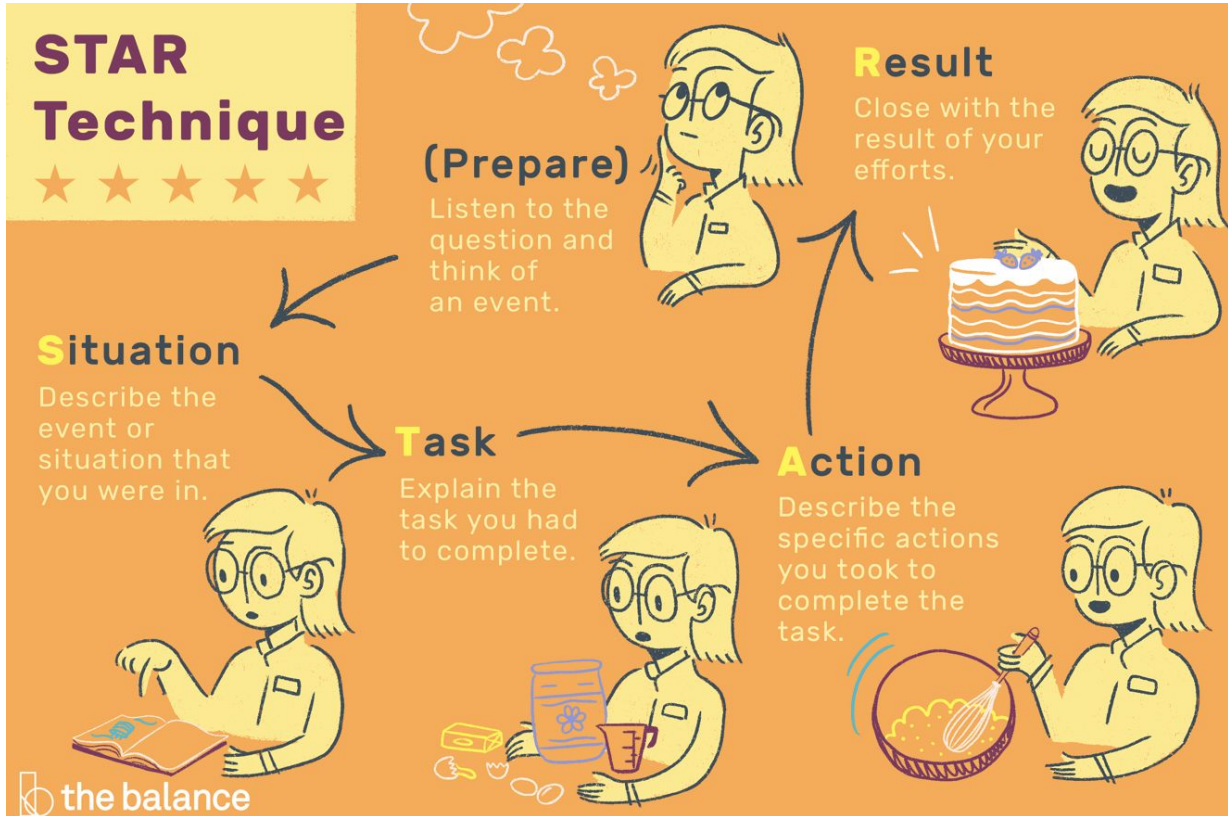
Ideally 1-2 minutes



Practice!



STAR Technique



Behavioral Interview Questions

- Tell me about yourself/Walk me through your resume
 - Why this industry?
 - Why are you interested in our firm?
 - Why are you interested in this position?
- Teamwork
 - Tell us about a time you experienced a conflict in a team, how did you handle it?
- Leadership
 - When have you demonstrated leadership?
- Failure/Achievement/Problem Solving
 - What's your biggest failure?
 - What's your greatest accomplishment?
- Strengths & Weaknesses (3)
- Do you have any questions for us?



Practice!



Please scan for attendance

