



10 Tips for Recruiting (from those who have gone through it)

1. **Reflect before you embark.** Consider why you're going through the recruiting program and what you want to get out of it. During recruiting, think about the particular positions for which you're applying so that you can tailor your resume accordingly.
2. **Prepare for the time commitment.** Understand the recruiting process and be prepared for the amount of preparatory research, time, and energy that you will need to put forth to make it worthwhile. Applying to multiple firms will require a large time commitment since you will be attending presentations, and doing first and second round interviews for each firm.
3. **Educate yourself.** Actively seek to inform yourself about the specific firms with whom you are interviewing. Utilize company sites, peer company sites, trade magazines and newspapers, and Vault guides to familiarize yourself with the firm and its industry. Additionally, reach out to Wellesley alumnae in those firms, who will be able to give you a more intimate view of the workplace.
4. **Redraft and revise.** Have at least five people edit your resume. Parents, professors, alumnae in the industry, and or even friends of friends in the industry are all great options. Be sure a CWS counselor also reviews your resume at a drop-in.
5. **Know thyself.** You should be so familiar with your resume, which is a history of yourself, that you will be able to articulate achievements, strengths, and lessons learned from participating in activities.
6. **Practice, practice, practice!** Take advantage of mock interviews at the CWS or reach out to alumnae in the industry who offer to do mock interviews.
7. **Personalize your interview.** Reading responses from interview preparation guides helps you to prepare, but during your actual interview, don't miss an opportunity to tell the interviewer a convincing and personal story about how you developed your interest in the firm or industry, what your strengths are, and what you'd like to learn from the internship/position. Recruiters have heard the same memorized answers from many candidates who did not devote the extra effort to examining their goals and motivations. A memorable personal story is much more convincing.

8. **Keep a record.** Maintain a journal of names and details of the firm representatives at on-campus presentations and your interviewers. When you meet them again, it makes a good impression if you can remember their names and something about them. Additionally, at your interview, say your interviewer's name once he/she has introduced himself/herself—it helps you to remember their name so you can use it when you thank them later.
9. **Turn the table around.** Remember, the interview process goes both ways so you should also take advantage of the opportunity to ask questions of your interviewer. If you don't end up liking a company, despite its reputation, that's perfectly okay—you are looking for a place where *you* will fit in.
10. **Stay open-minded.** Don't get frustrated by recruiting—remember, you only need one offer. Every interview is a fresh opportunity.

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