

BYU-Idaho Career Preparation Appointments

Resume Reviews | Mock Interviews | Cover Letter Reviews | Digital Profile Reviews

How to Prepare for Appointment

1. Read the entire confirmation email and following the preparation instructions described below.

Résumé Review	Cover Letter Review	Mock Interview
<ul style="list-style-type: none">▪ Download and complete the <u>Know Your Audience guide</u> for a real or hypothetical job and company.▪ Review the online <u>resume</u> guidelines and samples relevant to your industry/department. Incorporate recommended guidelines into your resume, while doing your best to tailor it to what you are learning about your audience.	<ul style="list-style-type: none">▪ Download and complete the <u>Know Your Audience guide</u> for a real or hypothetical job and company.▪ Review the online <u>cover letter</u> guidelines and samples relevant to your industry/department. Incorporate recommended guidelines into your cover letter, while doing your best to tailor it to what you are learning about your audience.	<ul style="list-style-type: none">▪ Download and complete the <u>Know Your Audience guide</u> for a real or hypothetical job and company.▪ Review the <u>'Mock Interview Prep Chart'</u> so you can practice giving your best answers during your appointment.▪ <u>Dress professionally</u>, as you would for a real job interview

Digital Profile Review Prep: Create and complete your [LinkedIn](#), [Handshake](#), or [Portfolio](#) profile to the best of your ability. Include content from your resume and just bring yourself.

What to Bring

Résumé Review	Cover Letter Review	Mock Interview
<ul style="list-style-type: none">▪ Hard copy of completed <u>Know Your Audience guide</u>▪ 2 hard copies of your <u>résumé</u> draft	<ul style="list-style-type: none">▪ Hard copy of completed <u>Know Your Audience guide</u>▪ 2 hard copies of <u>cover letter</u> draft▪ 2 hard copies of your <u>resume</u>	<ul style="list-style-type: none">▪ Hard copy of completed <u>Know Your Audience guide</u>▪ 2-3 questions to ask the interviewer about the position being sought, as one would for a real job interview (required)▪ 1 hard copy of <u>resume</u> (preferred)

2. Arrive 5 minutes early to your appointment.
 - If you are 5 minutes late or come unprepared, you waive your right to receive class credit.
 - If you are 10 minutes late, cancel less than 24 hours in advance, or do not show, you will be charged \$12 per appointment.