

MEETING NOTES

Operation: Reach, Retain, and Develop Session 4

Making the Most of Your Opportunity: Resumes, Portfolios, and Interviews

Friday, February 4, 2022 | 12:00 p.m. – 1:00 p.m. EDT

Portfolios presented: Keertana Gunnam, Lizzie Shepherd, and Angelica Gaite.

Panelists:

Nick Cooper, AIA, NOMA

Principal, Design Director, Civic & Commercial Market Leader at Hanbury

Jean O'Toole, AIA, PMP, LEED AP BD+C

Principal and Business Unit Manager of Architecture Services at Dewberry

Carol Rickard-Brideau, AIA, LEED AP BD+C, WELL AP

Partner and Chief Executive Officer at Little

Portfolio Tips:

- Talk about who you are
- Don't clutter pages with too much text and images. White space is our friend
- Tell your story – what's important to you
- Explore what things you tried and didn't work, and what you learned
- + showing process and iterations
- Mix up your images – sections drawings, models, etc.
- Begin with most important or most recent work
- Think about your audience and what would speak to them
- Tailor your portfolio to the audience and work you are seeking
- Proof, proof, proof!
- Have confidence – don't make excuses for your work
- Add resume to the first page
- + full bleed images
- Consider using a table of contents to help direct the reader
- Identify what your role was in the design team

Resume and Interview Best Practices: One-on-One Conversation facilitated by Shannon DeFranza

Tia Lunsford, PHR, SHRM-CP, sHRBP

Senior Director of Human Resources, Client Services at the Virginia Museum of Fine Arts

Resume Tips:

- The first impression your audience has of you is your resume and other documents
- Include a cover letter which introduces you and your interest in position
- Best questions to ask (Always come in with at least 3 questions!)
 - What kind of employee succeeds at this organization?
 - Why do you work here?
 - If I am selected, what are you looking for me to accomplish in 30/60/90 days?
 - Do you need any clarifications on the information I've provided about myself?
- Avoid misspellings and grammatical errors
- Highlight relevant work experience
- Tailor resume to the job you are seeking

Interview Tips:

- Let the employer start/lead the salary discussion
- During the first interview, focus on your qualifications for the job vs. what your personal needs/benefits may be
- Advocate for yourself in terms of position and pay
- Show gratitude and excitement when you receive an offer
- Social media – think about what you post and how it might affect job search