

Before the Jobsite

Below is a checklist to help you to prepare and feel more confident for your construction career application and interview process! Need assistance filling out an application, preparing your resume, or with interview prep? [Schedule an appointment with a career coach today!](#)

Resume Building

Build your resume around the job you are applying for.

If you have minimal experience show your work ethic by listing after school activities, volunteering, etc.

Preparing for the Interview

Research the company you are interviewing with. Learn:

- The type of work the company does.
- When and where the company was founded
- What is the company known for? For example, are they a contractor, a general contractor, electrical, plumbing, etc.?
- The companies mission and vision.

Prepare questions for the interviewers.

Know your own strengths and weaknesses.

The Interview

Arrive 10-15 minutes early.

Dressed appropriately for the interview and role you are applying for.

Bring written follow up questions.

If in person, give a firm handshake and make sure to make eye contact with interviewers.

Ask for a business card or follow up information if you don't already have it.

Ask for next steps in the process.

Virtual Interviews

Be sure your devices fully charged.

Test the interview link.

Sit in front of an appropriate background.

Use a secure and reliable internet connection.

