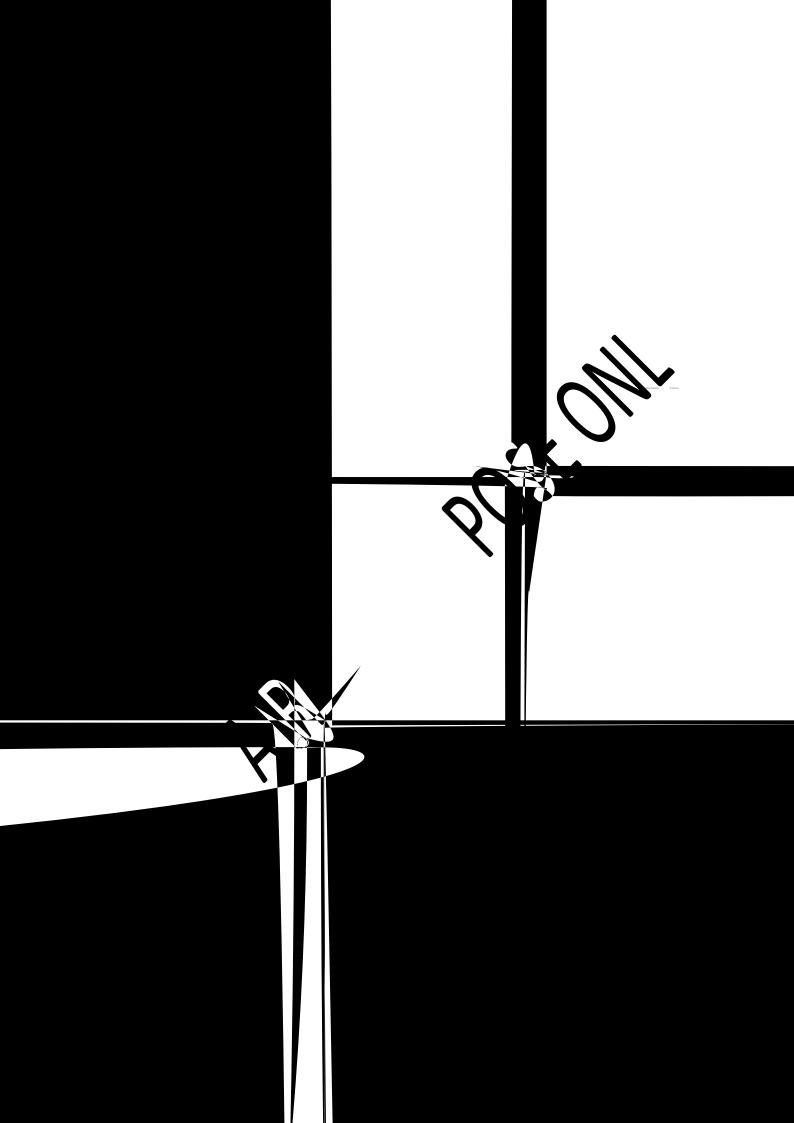


Expert Tip: If available, 1 include the job posting's reference number so it's clear what role you're applying for. 1 Reference: Job Posting A721(Patient Outreach Administrator) Dear Recruiter: Expert Tip: Share your interest in the organization I'm very interested in the Patient Outreach Administrator role recently posted to LinkedIn apdamiding my resume for your consideration. and/or role. Martha did both here, and the The National Association for Cardiac Cannork in disease prevention and educationas made it a target personal connection to organizationas I launch my job search with my new gree (BS, Health Administration) in hand. The National 2 Association for Cardiac Care's work in disease prevention and education has made it a target organization as I the organization's work is launch my job search with my new degree in hand. Your 'Hearts Beat Better' campaign actually led a family quite compelling! member to seek out a cardiologist, likely preventing a major event thank you In addition to my studies, I have of essional experience managiadousy medsurg practice and in supporting another national healthfocused nonprofit as an administrative assistant enclosed resume details my qualifications and experience today, though I'd like to make the following sociating to the qualifications noted in the job posting: Expert Tip: Consider a "T-format" cover letter DesiredQualifications My Experience Organized and skilled multitasker The only way to successfully anage attending school fullme and approach where you select working full-time in a busy medical office is to be an expert organizer SV WS UYEPM¤GEXMSRW JVSQ and multitasker. The Medical Director is amazed at what I accomplish! the job posting and then Compassionate and Cliefotcused address your skills or expertise as they relate. 3



## Interview Script | N

Whether your degree stands alone or is backed by years of experience, it can offer a potential employer. Thinking through common interview questi confidence. Remember, this is a two-way conversation, so you'll also be are some examples of commonly asked questions and how they might be

"I am very excited to put all the tools and skills I learned in my work experience and degree program to work for a dynamic organization. I like the idea of providScri6h.y.4e fo/(cust)19.7 (omer )]TJ -0.216 -1.12 Td [ servic while aotention to thed(etaisn. I am )]TJ -0.014 -1.12 Td [asy cofpor

Identify a weakness and the steps you took to correct it.

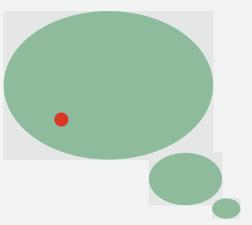
"To be honest, I used to really struggle with public speaking. While in my program, I took a class on public speaking and joined Toastmasters. Now I

• "What's your

"Tell me about yourself."

"What made yo decide to apply?

biggest weakness?"



Questions like this are asking for a story. One approach is to use the S.T.A.R. format.

Situation – "In my final year as a student, I used my capstone

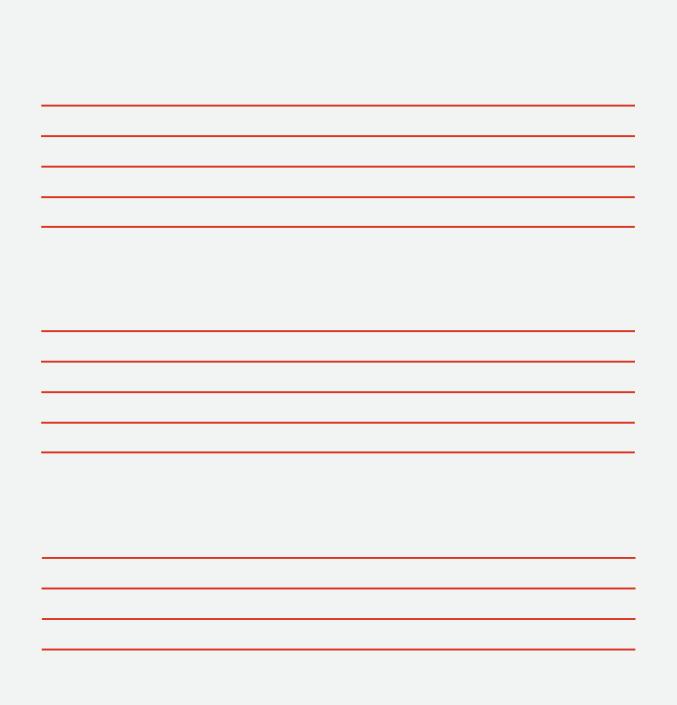
project to address a real challenge faced by many hospitals."

Task – "I completed a capstone project focused on process improvement for a mock hospital."

Action – "I created a detailed project plan, focused on streamlining the billing process from manual to automated billing."

Result – "Our estimates are that this project would have increased productivity by 52% to a real organization, not including the saved labor costs."

## Interview Q&A | New Graduate



What's your biggest weakness?

What questions do you have for me?

Additional notes:

## FINAL REMINDERS:

• Send an email after your interview thanking everyone for their time. Invite them to contact you if they

•



