

## General Information

### Eco-Friendly Video Resume

Video resumes are an enhancement, not a replacement, to the traditional resume with an added advantage of offering the chance to expand and show the skills you have to offer. Your 60-90 second video resume would not just be reciting what's on your resume, but can give you a better chance to get noticed by employers; in fact, paper resumes are only looked at by recruiters for up to six seconds before a decision is made. Eco-Friendly video resumes save on unnecessary travel.

### Video Resume Tips

**Don't Recite Your Resume** - Employers will receive a copy of your paper resume and video resume on their desk, so it's not the ideal use of your 60 – 90 seconds to recite what they already know. Use your video to show and tell what employers can't discover from your resume alone. For example, use an accomplishment found on your resume and elaborate how you achieved it or what skills you learned from prior employers. Be sure to include aspects you like in a job or a workplace. Employers want to know your strengths. Whether you want to talk about how exactly you trimmed your studios budget by 15 percent or discuss the BIM implementation you were responsible for, video resumes reinforce letting you speak for yourself, rather than just a piece of paper. It helps you to cut to the chase and directly addresses why you should be considered.

**Be Honest**- making sure you align with their culture should be just as important to you as it is to an employer.

**Have a Script** - You've mapped out in your mind what you want to communicate, so now it's time to transfer those thought into an organized format: a script. This script doesn't have to be completely written out and it can simply be an outline of your main points; when you're actually ready to record, you'll know what to say and the delivery will be natural and smooth.

**Practice Makes Perfect** - Now that you have your script, you're ready to practice until you're ready to approve your best video resume. The advantage here (because it isn't live video) is that you can record until you've perfected your delivery and are comfortable letting employers view it. As an added benefit, share your video with family or friends for critique, as they may be able to catch certain technical aspects or qualities of your delivery you might not think are distracting or off putting. We can also critique it with you.

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## How to Look Good - Pre-Interview Checklist

### Script

- Have your script on your computer screen for quick reference (But don't look like you are watching a tennis match)
- Time your answers to total 60-90 seconds combined

### Sound

- Enough "stuff" in room to absorb/deflect sound (Rugs, Furniture)
- No loud noises in background (TV, Pets, Doing Dishes)

### Location

- Background is appropriate (Neutral Background, Plants, Clean)
- Nothing distracting in background (Open Window, Soda Bottles)
- Camera height at eye-level (The Viewer should not be focused on the top of your head or bottom of your chin)
- Eyes two-thirds of the way from bottom of frame
- Camera about arm's length away

### Lighting

- Window or lamp in front of you (from the backside of the camera)
- No strange shadows
- No bright overhead lighting

### Appropriate Dress

- Put on makeup (optional)
- Business attire, or
- Creative attire

### Remember

- Relax, but show enthusiasm
- Smile at the beginning and end of each segment
- Speak at a normal pace (no rushing)
- Look directly at the camera
- Keep your head and body reasonably still

