



Job Seeker Interview Tips and Your Resume

Individuals with a rare disease may experience a variety of unique issues and concerns when entering the workforce. Each person should consider their strengths, and make career choices according to ability, interests, and goals. The goal of this document is to provide resources for discovering jobs in the marketplace, successful interviewing techniques when managing a rare disease, and providing resume examples.

When looking for a job, it is always important to take time to recognize your skillset and background of experience. Use time management to carefully read job descriptions thoroughly. It is important you are both qualified and physically able to complete the job duties. Before submitting a resume and cover letter, ensure you can fulfill most of the roles and responsibilities in the posted job description.

Where to find job opportunities

- Social Media Listings - Companies may use their social media channels to post career openings. Looking at Facebook, Twitter and/or LinkedIn are excellent options to review jobs and learn more about a company and their integrity.
- Personal reference job leads - Sometimes a position can be found through word of mouth. Share job prospects with friends, family members, and/or acquaintances. Networking can lead to potential organizations looking for new employees..
- Research online Website programs – These include: Indeed, Zip Recruiter and/or Glassdoor. Remember to research your local community want ads for complete job listings.
- Job/Career Fairs – These are excellent networking opportunities and provide a stimulating environment to share your name, resume and talk directly with prospective company employees. This method can be labeled a one stop shop.
- University Internships – Meet with University counselors to learn about a company and promote your skill set by learning about internships. Internships can last from a few months to a year. Once gaining relevant experience the company requires, then sometimes the company will offer you a permanent position.

Resumes

Read the job description and qualifications for each job posting. A need's assessment will provide an opportunity to modify individual resumes with key words used by the organization. Though cover letters are not always required, it can provide further professional engagement and a chance for an employer to learn more characteristics about a potential candidate.

There are many resume examples online. At the end of the resource, we have provided an appendix with examples of resume writing. It is important to have a qualified person(s) review your resume. This will become your talking piece for a future career. Ensuring that your skillsets and personality are presented properly can make the difference if you will receive an interview. There are fee-based services that can be employed, but refer to your community job bank. Often times, they have free services for individuals to assist in resume writing.

Interview Settings and Preparation Techniques

Address the dress code for the interview. If an opportunity to speak with human resources does not present itself, caution on the side of business professional. Unless you are interviewing for a trades position, jeans and casual is not appropriate.

There are different types of interviewing formats and scenarios. Upon notification of the interview, be certain to understand where the interview will take place, how long it will take you to arrive at the location, and build in extra time to unwind and prepare. Being prepared also includes extra paper copies of your resume, along with a notebook to capture any questions. This will consider you to be a stand out candidate. It is surprising how many individuals will arrive at an interview late and be unprepared.

Interview Types

Traditional

One interviewer conducts the interview, such as the manager, human resources representative or the owner of the organization. This may be an informal or formal interview.

Group

A group interview is a screening process where multiple candidates are interviewed at the same time. The point of a group interview, is to see how candidates choose to stand out from each other, how well candidates function in a group of people they do not know, and if candidates show the teamwork attributes that you need.

Panel

A panel interview is a formal and organized interview arrangement where a job candidate is asked questions by more than one member of the company.

Behavioral

Behavioral based interviewing is an interview based on discovering how the interviewee acts in specific employment-related situations. The logic is that behavior in the past will predict how behavior will be in the future, i.e., past performance predicts future performance. Questions are presented to enable the applicant to provide specific examples of their experiences. This assists the interviewer in determining whether the inherent requirements of the position, can be met.

Phone

This method is often used by smaller organizations or by organizations that wish to shortlist the number of applicants prior to the interview. This style of interview can be a difficult process due to the inability to read the interviewers response to answers given and has inherent obstacles for applicants with a disability such as a hearing impairment.

Skype/Video

A video interview is a job interview that takes place remotely and uses video technology as the communication medium. This method is often used when applicants are unavailable to attend an interview in person. Companies will rely on this method when flying candidates is cost prohibitive or time is critical.

Lunch

Employers may take their leading job candidates out to lunch or dinner, especially when they are interviewing for jobs where there is a lot of client interaction, to evaluate their social skills and to see how the candidates handle themselves under pressure.

“The working interview”

A working interview is an opportunity to have an applicant prove their job skills. Job duties are performed alongside the supervisor and future co-workers to demonstrate the ability to perform the tasks, and to ensure that the candidate is a good fit for the organization.

Career Fair

Career Fairs or Job Fairs are networking events for companies to set up in a large space and invite the public to come in and interview on specific days with potential employers. They are an excellent way to connect with companies you hadn't considered and provide several interviews in one day. Resumes and business cards should always be taken with you!

Disclosure of your Rare Disease

Should a person disclose they have a rare disease that might be limiting in their capabilities?
What to say about MPS and ML, if at all?

For people with an obvious disability, the personal choice to be made is whether to disclose a disability prior to the interview or during the interview. For people with a hidden disability, the personal choice to disclose a disability can be made prior to the interview, at the interview, when a job offer has been made, when employed in the position, or not at all.

The offer of a job interview is an opportunity for applicants with a disability to prepare in advance if, how and when to disclose their disability. Investigation of legislative rights, responsibilities, experiences of other employees and employers with disabilities, and disability services and support networks can assist applicants in composing a plan that outlines effective disclosure strategies.

If an applicant chooses to disclose their disability at the point of being offered an interview, it is important to disclose **AFTER** the interview has been arranged. This ensures that the interview has been secured before any discussions or negotiation of any adjustments to the interview process is made.

Appendix, Resume Examples

Example One:

Augustana University May 2010
Sioux Falls, South Dakota Bachelor of Arts: Sociology and Psychology

Vermillion High School May 2004
Vermillion, South Dakota Graduated with Honors

HIGHLIGHTS OF QUALIFICATIONS

- Highly intuitive thinker
- Focused on providing creative ideas and solutions
- Professional integrity with morals, ethics, courage, and honesty
- Positive outlook in challenging situations
- Empathic perspective of health conditions/disability experiences
- Adept at defining customer requirements and meeting needs
- Persistent and determined to get each task completed well

WORK EXPERIENCE

Center for Disabilities Marketing Communication Specialist, Sioux Falls, SD October 2010-present

- Leader of the USD Center for Disabilities (“the Center”) social media initiative incorporating Facebook, Twitter, YouTube and Pinterest technologies. These efforts significantly increased the organization’s market exposure.
- Developer of Facebook Fan Page initially to gain cyber traffic before launching other social media platforms. This strategy served as an invaluable marketing tool while maximizing Center for Disabilities’ financial resources in advertising upcoming events and increasing disability awareness.
- Producer of brochure for LEND program, Center’s *Community Connections* and *South Dakota Possibilities* publications, and the organization’s social media and photo release policies.
- Principal investigator of Public Information for South Dakota grant funded through the South Dakota Council on Developmental Disabilities.
- Mentor for monthly TransitionInAction Clinic for young adults with disabilities and/or health care needs.
- Management of USD Center for Disabilities’ website and e-mail information regarding upcoming Center trainings and events and direction, as to updating information on upcoming training and events and directing correspondence from public to applicable Center staff.

Dougherty Hospice House Intern, Sioux Falls, SD August 2009

- Assisted with family care conferences concerning the medical needs of patients including paperwork, communicating with patients and follow-up with families and patients.

- Interacted with and observed a patient throughout the dying process, raising questions about pain tolerance, mobility, emotional and mental state and other personal concerns about dying. Reported observations to the Social Worker and discussed what the findings meant.
- Attended weekly staff meetings regarding patients' level of care and their medical needs.
- Administrative duties included working with excel spreadsheets, distributing memory devices purchased for the patient's family and pamphlets/booklets regarding coping with the death of a loved one.

Pediatrics Palliative Care Intern, *Sanford Children's Hospital*, Sioux Falls, SD June 2009

- Restructured packets, booklets, and pamphlets regarding coping with the loss of baby/child for parents, siblings, and grandparents, other relatives and friends.
- Prepared memory building keepsakes for family members and friends of the loved one.
- Generated a tracking spreadsheet for recording the memory building materials.
- Attended family care conferences and staff meetings to plan and handle medical needs of children and their family members.
- Assisted in teaching the nursing staff in the Neonatal Intensive Care Unit about the Pediatrics Palliative Care Program.

Children's Miracle Network Intern, *Sanford Hospital*, Sioux Falls, SD January 2009

- Validated Children's Miracle Network volunteer contact list ensuring that it was accurate and up to date.
- Assisted in the planning and organization of fundraisers such as Miracle Treat Day, Kids Cure Cancer and telethons.
- Ensured mail correspondence was distributed to donors and family recipients of assistance from Miracle Network and volunteers.
- Produced a video of photos collected from the network's many fundraisers and community events that is used to showcase and introduce the organization.

Patient Advisory Board Participant June 2008-August 2010

- Mucopolysaccharidosis (MPS) VI Patient Advisory Board Conference consultant on living with MPS VI, Vancouver, BC, 2008.
- MPS VI Patient Advisory Board Conference informational representative for young teens having MPS VI, San Francisco, CA, 2009.
- Mucopolysaccharidosis (MPS) VI Patient Advisory Board Conference expert on dealing with MPS VI life issues, Minneapolis, MN, 2010.
- NORD (National Organization of Rare Diseases) Patient Advisory Board Conference consultant on living with MPS VI, Newark, NJ, 2013.
- MPS VI Patient Advisory Board Conference informational representative for adults having MPS VI, Boston, MA, 2014.

Clinical Research Participant March 2001-June 2005

Oakland Children's Research Hospital, Oakland, CA

- Participated in a Clinical Research Trial, Phase II.
- Aided as a medical patient in the FDA approval of an enzyme drug, Naglazyme.

Professional Participation

- Sanford CoRDs External Advisory Board, Sioux Falls, SD, 2018-Present
- Chair of MPS Society Adult Advocacy Committee (MPS VI representative), Durham, NC, 2017-2018
- MPS Society Adult Resource Committee (MPS VI representative), Durham, NC, 2016-Present
- Seeker Health Board of Advisors, Palo Alto, CA, 2016-Present
- Dow Rummel Board of Trustees, Sioux Falls, SD, 2016-Present
- Dow Rummel Fund Development Committee, SD, 2016-2018
- ADA (American Disability Act) 25th Anniversary Celebration committee member in Sioux Falls, SD, 2014-2015
- Governors Board of Vocational Rehabilitations member, Pierre, SD, 2014-Present
- Chair of ArtAbility Exhibit in Sioux Falls, SD, 2014-2016
- EmBe Women's Leadership Program, Sioux Falls, SD, 2014
- Disability Awareness Commission member, Sioux Fall, SD, 2012-2018
- Served as a mentor at Youth Leadership Forum, Aberdeen, SD, 2011-2014

Volunteer Participation with Non-Profits

- Co-Chair of Ms. Wheelchair South Dakota, Sioux Fall, SD, 2014-2016

Professional Publications & Presentations

- Co-presenter of "Alternatives to Guardianship," Aberdeen, SD, 2018
- Published an article for *Don't Hide It, Flaunt It*, 2017
- Co-presenter at Center for Disabilities Symposium & JAM, "Alternatives to Guardianship" Sioux Falls, SD, 2017
- Speaker at "Living with Chronic Illness" support group, Sioux Fall, SD, 2015
- Published an article for *Don't Hide It, Flaunt It*, 2015
- Spokesperson at South Dakota Special Education Conference, Sioux Falls, SD, 2015
- Self-Published Book, *Kendra's Lemonade*, 2014
- Spokesperson at USD Medical School Cultural Immersion Day, Sioux Falls, SD, 2014-2018
- Presenter at Alpha Delta Kappa Regional Conference, Sioux Falls, SD, 2014
- Keynote speaker at Dare to Dream Conference, Aberdeen, SD, 2014
- Keynote speaker for Hawarden Public Library, Hawarden, IA, 2014
- MPS VI spokesperson at 10th Annual WORLDSymposium, San Diego, CA, 2014
- Keynote speaker for Women in Science Conference, Pierre, SD, 2014
- Keynote speaker for Center for Disabilities, Spring Symposium, Chamberlain, SD, 2014
- Keynote speaker for Cylinder Auxiliary Luncheon, Emmetsburg, IA, 2014
- Speaker at Emmetsburg Catholic School, Emmetsburg, IA, 2014
- Keynote speaker for Vermillion Lion's Club, Vermillion, SD, 2013
- Published an article for *Disability.gov*, 2013
- Published article in *Sprinkles Magazine*, 2013
- Published two articles for *Handicap This!*, 2012, 2013

- Published an article for *OurAbility.com*, 2013
- Published an article for *ThinkInclusive.com*, 2012
- Published an article for *Under30CEO.com*, 2012
- Spokesperson at local Diversity Conference, Sioux Falls, SD, 2012
- Self-Published Book, *Live Laugh Lemonade: A Journey of Choosing to Beat the Odds*, 2012
- Speaker at local Sibshop, Sioux Falls, SD, 2011
- Served on a panel for Disability Transition, Sioux Falls, SD, 2011
- Presenter at TEDx SiouxFall titled: When Life Gives You Lemons, Sioux Falls, SD, 2010
- Served as spokesperson for Mount Marty College professors planning how to deal with future college students with disabilities, Yankton, SD, 2009

Example Two:

First Name, Last Name
Address
Email, Phone Number

Education

University - Raleigh, NC (August 2016-May 2018)
Masters in Physiology w/honors

University - Raleigh, NC (August 2012-December 2015)
Bachelor of Science, Human Biology w/ honors | Bachelor of Arts, Psychology w/ high honors
Dean's List Fall 2014, Spring 2015, Fall 2015

Community College - Raleigh, NC (January 2011-December 2012)

Community College - Ann Arbor, MI (August 2010-December 2010)

High School - Dexter, MI (August 2006-June 2010)
AP academic curriculum (2008-2010) | Student School Board Representative (2008-2010)
Girl Scouts, Silver Award (2008) | Symphonic Band (2006-2010)

Experience

Family Advisory Board

Board Member (April 2017-Present)

- Promote and support patient-family centered care within UNC Children's Hospital.
- Provide feedback on program development | Provide input on services and hospital policies on behalf of patients and families.
- Bring concerns and needs of patients and families to attention of hospital leadership.

Non-profit Foundation

Gastric cancer and Grants Administrative Assistant/Non-profit (July 2016-Present)

- Process and enter donations made on behalf of donors, sponsors, and fundraising teams.
- Administer grant materials for open calls to NCI designated Cancer Centers
- Assist grant applicants throughout the application process
- Distribute grant funding | Maintain a relationship with Principle Investigator throughout their awarded research grant
- Mastery of Luminare Sales Force | Mastery of SmartSimple

Non-profit Foundation

Founding Board Member & development Specialist/Non-profit (January 2014-Present)

- Provide specialized and holistic care to families within UNC and Duke Hospitals in the form of physical, emotional, and spiritual support
- Lead fundraising, development and event planning, including task delegation & management
- Facilitate the creation of long term and lasting relationships with local sponsors in the form of big donors, local churches, and the hospitals themselves
- Technical architect / admin in charge of the donor database, and statistical analysis
- Develop detailed programs within Duke and UNC Hospitals:

Comfort Cooks Program | Comfort Cooks on Call | kidz4kidz | Youth Charge | Fragile Prayers

Volunteer Experience

Volunteer (November 2016-November 2017)

- Answer call bells
- Assist with dressing changes
- Talk/comfort patients
- Check glucose levels
- Restock room carts
- Make bed rolls

Non-Profit Foundation

Office Administrator/Non-profit (June 2010 –July 2016)

- Designed, created, and managed a complex database of practicing physicians
- Perform substantive editing and proof-reading of various quarterly publications
- Perform bank reconciliation functions | Perform mail distribution functions
- Mastery of Microsoft Office Suite | Mastery of Donor Perfect Database & Management S/W

Adult Resource Committee (January 2015 – Present)

- Spread awareness and advocate for adults affected by MPS and related diseases
- Improve the quality of life for affected individuals living into adulthood by improving physician care and awareness. Provide tools that enable adults to live full, healthy, and independent lives.
- Plan, organize, manage, and attend conferences | Facilitate question and answer sessions

Elementary School

Camp Counselor (June 2012-August 2012)

- Planning, leading and implementing programs and experiences for children in a small group setting
- Directing summer camp activities and helping school-aged children develop confidence and life skills
- Supervising camp activities, including arts and crafts, sports, wilderness walks and fishing.

Research

Pharma Company

Intern (June 2017-Present)

Performed an extensive literature review for gaps in research relating to the Mucopolysaccharidoses and Mucopolipidoses. Proposed different treatment options for the conditions that currently do not have one.

North Carolina State University, Dr. Jeni Burnette (Fall 2015)

The Mindset Lab studies how mindsets matter for self-regulation and goal achievement

- Ran Experiments | Performed Data Collection | Performed Digital Video creation and editing

Hospital Anesthesiologist's Dr. Christo Frangopoulos & Dr. Marc Levi (Summer 2014)

Put together a detailed case report that provided information on the lack of response to the paralyzing medication, cisatracurium, in patients with Mucopolipidosis type three.

Publications

Gaps and opportunities in MPS/ML for small rare disease companies to address. *Molecular Genetics and Metabolism*. 2018;123(2):S42.

Fellowships

Atlantis Project

Medical Fellow (June 2018-July 2018)

- Shadowed physicians 25hours/week in Otolaryngology, Optometry, Internal Medicine, Infectious Disease, Pediatrics and Emergency Medicine.
- Tested daily on patient diagnosis based upon disease pathology
- Gave an oral presentation at the end of my fellowship to the genetics department on the MPS and ML disorders.

For more information about personal disclosure or a rare disease and your rights please visit:

Disclosure, It's a Personal Decision

https://www.westernsydney.edu.au/choosingyourpath/employment/job_interview