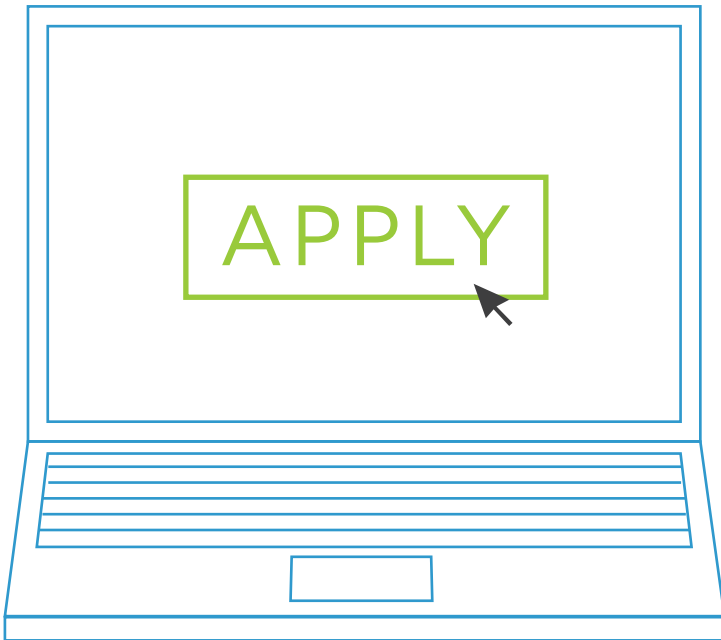


AN ESSENTIAL RESOURCE FOR THE CONSERVATIVE JOB SEEKER

# JOB SEEKER'S GUIDE

RESUMES  
INTERVIEWS  
NETWORKING  
AND MORE



# INTRODUCTION

Are you ready to take the next big step in your career? The Leadership Institute has tools to help you. In this guide, you'll find information on how to improve every aspect of your job search.

*"My Leadership Institute has a free placement service at the intersection of supply and demand in the young conservative job market. LI helps literally thousands of young conservatives find full-time jobs fighting against the liberals."*

**Morton Blackwell**

# Job Seeker's Guide

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## RESOURCES 30

# Build Your Resume

*A solid resume is your first impression. These tips help you optimize the space you have.*



## 1. Header

Place your name at the top of the page, prominent and easy to read. All relevant contact information should be located directly underneath your name including:

- Phone number (with voice-mail capabilities)
- Email address
- Physical address

## 2. Experience

The content should highlight your accomplishments as they pertain to the employer's needs rather than basic job descriptions and skills. This is the section where you include any jobs, internships, volunteer, or other positions that are directly relevant to the job you seek.

Job seekers with less than ten years experience will have a one page resume. Those with more experience can expand beyond a single page. This is not your employment history. Tailor the relevant information and cut out anything that does not directly relate to the job to which you are applying.

### 3. Formatting

Use separate bullet points to list major accomplishments, evidence of problem-solving, leadership positions, and other achievements. Your resume should allow the employer to easily locate information. Employers skim when they read a resume and may skip over some of your accomplishments in a large block of text.

The margins and text alignments should all be uniform and the margins of the page should never be less than one inch to ensure employers can easily print your resume. Be consistent in headings, date formats, and spacing. Pick a font that is easily legible like **Times New Roman**, **Calibri**, or **Arial**. Do not use multiple fonts. Never use smaller than 10 pt. font; 12 pt. font is better if text fits on one page.

### 4. Content

This is a section to list your accomplishments. Do not list job descriptions. Quantify results whenever possible (i.e. if you helped with fundraising, how much did you raise?). Use action verbs to start every bullet point and avoid using help or “to be” verbs. If necessary, create separate experience sections (e.g. Relevant, Volunteer, and Fundraising Experience).

### 5. Education

List the name and location of your school and the month/year of your graduation. If you have not graduated yet, list the month and year of your expected graduation. Include any majors and minors on a single line below. Include other universities where you studied, or study abroad programs with month and year you attended. You have the option to include any academic awards or honors here as well.

### 6. Skills

The skills section should only be used for a valuable and unusual skill like fluency in multiple languages. All other skills should be incorporated into the experiences portion of your resume.

## EXAMPLE RESUME FORMATTING

### FIRST NAME LAST NAME

123 Example St. ▪ Hometown, USA 12345 ▪ (555) 123-4567 ▪ example@example.com

### RELEVANT EXPERIENCE

Month, Year - Present

#### Organization - City, State

Title

- Accomplishment
- Accomplishment
- Accomplishment

### EDUCATION

Month, Year of Graduation

#### University Name - City, State

- List Major and Minor here

### AREAS OF EXPERTISE AND SPECIAL SKILLS

- Skill

## 7. Grammar and Spelling

PROOFREAD. Spell-check and grammar-check only catch basic errors. They do not correct many proper nouns or replace correctly spelled words that are misused.

A single error could cause an employer to discard your resume. Know the basic spelling and grammar mistakes. *The Blue Book of Grammar and Punctuation* is a well-known resource. Watch out for verb-tense errors when describing achievements in present vs. past positions.

## 8. Concluding Thoughts

You only have one page, so use discretion with your content. You will want multiple versions of your resume, including a new version customized for each job for which you apply.

# Resume Strategies

Recruiters look at a resume for an average of **14 seconds**. Strategy is key!

## CREATE A MASTER RESUME

It can be hard to create a new resume to match each job application. Instead, create a master resume to list all of your experiences and accomplishments. You can also have the same accomplishments listed multiple times and phrased differently.

This master, multi-page, version of your resume is for your use only and should not be submitted to a potential employer. Use this to keep track of everything you have done, so you can copy and paste relevant information into a one-page resume tailored for a specific position.

## GATHER SUPPLEMENTARY INFORMATION

Once your resume gets you the interview, you can bring supplementary information to present in addition to your job application submission.



### **A list of secondary experience to supplement your resume**



### **References**

Compile names, titles, organizations, and contact information of your references. Make sure you have permission to provide your references' contact information and that they are ready to give you a good reference. Include only contact phone numbers or email addresses that your references have approved you to use.



### **Writing Samples & Letters of Recommendation**

# Action Verbs

*Every accomplishment should start with a descriptive action verb. Since “Helped,” “Aided,” and “Assisted with” are not descriptive enough, we’ve included this list of great action verbs.*

## Communication

Advertised	Consulted	Instructed	Publicized
Answered	Convinced	Interpreted	Recommended
Approached	Corresponded	Lectured	Related
Asserted	Defined	Listened	Represented
Clarified	Directed	Met	Summarized
Communicated	Explained	Negotiated	Talked
Confronted	Informed	Persuaded	Translated

## Finance and Budgeting

Accumulated	Compared	Formulated	Purchased
Audited	Computed	Generated	Quoted
Budgeted	Contracted	Maintained	Sold
Charged	Estimated	Marketed	Supplied

## Management and Leadership

Chaired	Facilitated	Moderated	Solved
Coordinated	Guided	Motivated	Staffed
Counseled	Handled	Oversaw	Supervised
Decided	Hired	Presided	Taught
Delegated	Instructed	Promoted	Trained
Encouraged	Interviewed	Ran	
Enlisted	Led	Reconciled	
Executed	Mediated	Resolved	



## Observation and Reporting

Acknowledged	Determined	Logged	Reported
Analyzed	Evaluated	Monitored	Researched
Anticipated	Familiarized	Perceived	Reviewed
Approved	Followed	Proofread	Scanned
Classified	Inspected	Read	Screened
Critiqued	Investigated	Realized	Studied
Detected	Learned	Recorded	Surveyed

## Organization

Arranged	Collected	Obtained	Reserved
Assembled	Directed	Organized	Scheduled
Assigned	Dispensed	Planned	Selected
Attained	Exchanged	Prepared	Standardized
Cataloged	Found	Received	Systematized

## Production and Design

Assembled	Decorated	Drew up	Redesigned
Authored	Designed	Installed	Rendered
Built	Developed	Invented	Sketched
Conceived	Devised	Made	Tested
Conceptualized	Displayed	Processed	
Created	Drafted	Produced	

## Miscellaneous

Achieved	Conducted	Entertained	Resolved
Collaborated	Cooperated	Participated	Treated
Conciliated	Endured	Provided	

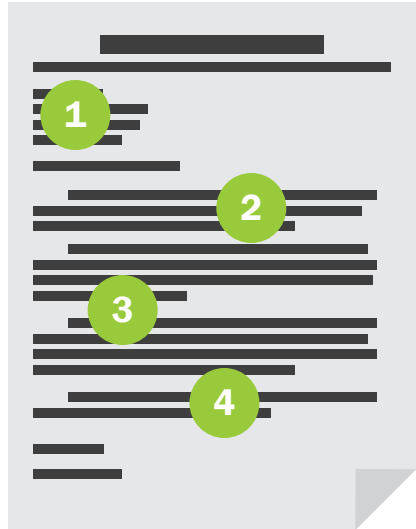
# Build Your Cover Letter

*Each job requires a unique cover letter, specific to the organization, position, and qualifications necessary for employment.*

## 1. Header

Your contact information is at the top (name, address, phone number, email). Your potential employer's contact info is directly underneath.

It is better to address a person rather than use a general term like “to whom it may concern.” You should research the person to whom you are sending the letter and the correct way to address said person. Make note of titles like Dr./Prof./Congressman/etc. When the title for a woman is unknown, use “Ms.”



## 2. Introduction Paragraph

The introductory paragraph should introduce yourself and your purpose for writing the letter. Make sure to mention the position you are applying for, the organization offering it, and briefly explain how you learned of the position.

## 3. Body Paragraphs

The body paragraphs allow you to expand on your reasons for applying and on your qualifications.

*You should:*

- Expand on what motivated you to apply and aspects of the job that you find most interesting.
- Elaborate on a few relevant past accomplishments. Use strong, confident language to describe the skills necessary to succeed.
- Discuss how the skills you possess help the employer solve their problems.
- Discuss skills you included in your resume that may not seem relevant, but are. Try to include these skills in your discussion of why you would be a good fit for the job. You can include abstract traits like “loyalty” or “honesty,” but support each with strong examples of why that specific quality will aid you in performing the job well.

*You should NOT:*

- Repeat your resume in your cover letter.
- Simply brag about how great you are at something. You must demonstrate that you are a good fit for the job.

## 4. Closing Paragraph

The closing paragraph should focus on your concern for the potential employer's purposes as an organization or company, and how you can contribute to their overall mission. End by thanking the addressee for their time and saying that you look forward to the opportunity to discuss the position further.

When submitting your cover letter by hand, leave space between your final salutation and your name to add your signature in ink. When submitting a resume online, it is still possible to sign a copy with your signature and then scan in the signed copy. This is a nice personal touch that reflects your professionalism.

# Cover Letter Guidelines

*The content of your letter should make your successes relevant to the employer's needs. Avoid basic descriptions of your previous jobs and current skills. Do use consistent formatting and proper grammar and spelling.*

## STYLE AND STRUCTURE

The style and format of your cover letter should be similar to your resume, in order to present a cohesive job application packet. Use the same paper for both your resume and cover letter. Use a consistent format, font, and black ink. Most of all, your resume and cover letter should have the exact same format for your contact information in the header.

Two final, general notes:

1. Keep your cover letter to-the-point and under one page.
2. Avoid boasting and exaggerating.

## GRAMMAR AND SPELLING

Proofread! Spell-check only catches basic spelling errors. It may miss issues with proper nouns, misuse of words correctly spelled, and awkward phrasing. A single error may cause an employer to discard your resume.

Use correct grammar. Double-check verb tense when describing your achievements, especially in past to present transitions. Use action verbs whenever possible. Unlike your resume, there should be no sentence fragments in your cover letter.

If you have questions, use *The Blue Book of Grammar* online. If you are still in college, check to see if your university has any resources for you. Many universities have a writing tutorial service in which staff will review and edit drafts for many types of writing. Take advantage of all useful resources to produce a professional and well-written cover letter.

# Writing Skills

*Good writing skills may get you hired by employers looking for more from job applicants. Whether you are applying to be an executive director, a legislative analyst, or a staff assistant, good writing may separate you from the rest.*

## DEVELOP THE SKILLS

Write using active verbs, concise sentence structure, and specific vocabulary. Make every word count. Write with specific purpose. Show the employer that you can communicate effectively through specific examples of your writing. The best samples reflect similar situations in the open position. Good writing you have done for an organization or that was published is ideal.

If you do not have professional experience writing in the format the job requires, create your own! For example, you may want to write a letter to your congressman and see how his or her reply letter is written. Pay attention to press releases. Study donation requests you receive from campaigns and non-profit organizations. Constituent mail, press releases, and direct mail each adhere to a distinctive style.

## DEMONSTRATE THE SKILLS

Once you have developed your writing skills, you can compile a portfolio to demonstrate your work. Many job openings request writing samples along with a cover letter and resume. Others may require you to take a separate writing test.

Writing tests can take place during the interview or be scheduled for a specific time after the interview. Be prepared, practically and mentally, for a writing test. Once you have developed good structural habits, practice writing within time limits. You can give yourself 20 minutes for press releases or one to two hours for longer pieces.

The organization may limit the information you are given to create a writing sample or it may give you free range to use any resources you deem necessary.

# Openings Requiring Good Writing Skills

*Employers are looking for more than policy knowledge. Whether you are applying for executive director, legislative analyst, or staff assistant positions, writing skills are necessary for public policy work.*

## Campaigns

Campaigns usually require writing samples for writing-heavy jobs, such as fundraising and press staff. The writing samples you submit should showcase your ability to write for a fundraising or press position.

## Capitol Hill

When you apply to work for a member of Congress and are asked to produce a writing sample, you should show that you have the ability to communicate the Congressman/Congresswoman's message in their voice.

If you are applying for a press position, read previous press releases and practice writing using that Congressperson's vernacular on a recent policy issue. If you are applying for a legislative position, pay attention to small details on the form letter responses they send to constituents.

## Communications

For a position that primarily relies on written and verbal communication for a news outlet, public relations firm, or a communications branch of a larger organization, you will want a writing sample that shows how well you can convey a message to a targeted audience.

News organizations will be more responsive to well-written articles that have been published with a large number of views while PR firms may be looking for a piece of campaign literature promoting a clear and effective message.

## Policy

When you apply to a policy-based position at a non-profit, think tank, or private organization, choose a writing sample that demonstrates your ability to break down a complex policy statement into a summarized presentation. You can use a piece from a school paper that highlights a thoughtful analysis of a recent policy change or enactment of new legislation. Be clear and concise.

## Fundraising

Writing for fundraising requires you to connect with donors. The best writing samples for fundraising positions showcase your storytelling ability while including relevant facts. Samples should be short and direct, but still personal. Donor thank you notes and correspondence letters are good examples.

The Leadership Institute offers a number of different training schools on fundraising and on other activities which require good writing skills.

### TIPS ON PICKING SAMPLES FOR YOUR PORTFOLIO

- Keep samples to one page.
- Use a writing sample which fits the employer's view of public policy issues.
- Use your published writings whenever possible (e.g. school or local newspapers, newsletters, etc.).
- Include writings from previous internships (e.g. constituent letters or press releases), but make sure you have permission!
- Triple check spelling, grammar, and verb agreement. Have someone else proofread your samples. NEVER put something in your portfolio that has not been edited.

# Finding an Internship

*Internships can give you a huge advantage later over other job applicants because then you have what every employer is looking for -- experience.*

*The types of experience internships provide vary greatly. Some interns spend their entire semester making photo-copies, while other interns spend their time writing speeches for members of Congress. Some internships pay a stipend, while some are for college credit. Some internships are part-time, and some are more like a full-time job.*

*There are internships available in almost every field. At **ConservativeJobs.com**, the Leadership Institute can help you find an internship opportunity that is right for you.*

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## NARROW YOUR SEARCH

### Campaigns



- Committees
- Candidate campaigns
- Youth mobilization efforts

### On The Hill



- U.S. Senate
- U.S. House of Representatives
- Political Committees

### News & Journalism



- Conservative magazines
- Print news
- TV and radio programs
- Online newspapers and programs

### Policy & Issues



- Think tanks
- Focused-issue groups

### Consulting Firms



- Political consulting
- Digital firms
- Public affairs firms

### Youth Outreach



- Conservative student organizations
- Youth campaigns
- Young professional organizations



# Interview Preparation

*The interview process is nerve-racking, but we've got you covered.*

## ANALYZING THE JOB DESCRIPTION

### Information to Consider

1. Requirements of this position based on the information available
2. Additional capabilities helpful to achieving success
3. Personality traits of the ideal candidate
4. How to exemplify the above traits (include specific examples)
5. Talents, strengths, skills of the ideal candidate
6. Experience of the ideal candidate
7. In what ways you are like the ideal candidate
8. Three pertinent questions to ask the employer during the interview

## THE INTERVIEW CHECKLIST

### Preparation

1. Visit the organization's website and study their mission statement and current projects.
2. Research the head of the organization and other major players.
3. Plot your walking/driving/public transportation route to the interview location and plan enough travel time.
4. Choose a conservative and professional outfit: suit and tie for men, equivalent for women.

### Materials

1. Three copies of your resume on professional resume stock paper
2. Two copies of your list of references
3. Additional materials such as:
  - letters of recommendation
  - writing samples
  - other relevant information
4. Digital copies of all materials ready to be emailed at a later time

# QUESTIONS TO ANSWER BEFORE YOUR NEXT INTERVIEW

## Introductory Questions

1. Tell me something about yourself that's not on your resume.
2. Discuss your educational background.
3. Describe your work style.
4. What is your greatest weakness?
5. What is your greatest strength?
6. What were/are your responsibilities in your previous/current job?
7. What major challenges and problems did you face? How did you handle them?
8. Why were you fired/laid-off? Why did you quit your job/resign?
9. What motivates you?
10. How do you evaluate success?
11. What strength will help you to succeed?
12. Do you prefer to work independently or as part of a team?
13. What are your goals for the next five/ten years?
14. What makes you a conservative (or other description that aligns with the organization)?

## Questions About the Company

15. Why are you interested in working for [insert company name]?
16. What's your favorite part about working in this industry?
17. How long do you expect to remain employed by this company?
18. What challenges are you looking for in a position?
19. What can you contribute to this company?

## Situational Questions

20. Describe a situation in which you worked as part of a team. What was your role? What went well and what didn't?
21. Was there an occasion when you disagreed with a supervisor's decision or company policy? Describe how you handled the situation.
22. Describe a situation in which you had to work with a difficult person (another student, co-worker, customer, supervisor, etc.). How did you handle the situation? Is there anything you would have done differently?
23. When have you taken initiative and what was the result?

## Management-Related Questions

24. What would your direct supervisor say about you?
25. If I called your boss right now and asked him to describe an area for improvement, what would he say?
26. What do you expect from a supervisor?

## Questions for a Recent Graduate

27. Why did you choose your major?
28. What two or three accomplishments have given you the most satisfaction? Why?
29. Do you think your grades are a good indication of your academic achievement?
30. What have you learned from participation in extracurricular activities?

## Conclusive Questions

31. What questions do you have for me?
32. What are your salary requirements -- both short-term and long-term?

# Networking

It's not just what you know,  
it's who you know.

# GROW YOUR NETWORK

The most important question you can ask in any networking situation is: **“Is there anyone else you think I should talk to?”** This question, more than anything else, will expand your network.

# Networking 101

*Submitting your resume online will place it in the stack of resumes on a recruiter's desk, but good networking will make sure your resume is on the top.*

## LEVELS OF NETWORKING

### Peer-Based Networking



Peer-based networking occurs with someone who is within a few years of your own work experience. Typically, they are people you would be comfortable inviting to coffee, like a former co-worker or a friend. You may have honest and casual conversation about your job search. However, you should respect their

time and schedule a meeting that is convenient in both time and location.

If you know they are coming from work or if you are meeting them at their place of work, dress appropriately. Always have a physical copy of your resume and another ready to be emailed.

### Mentor-Based Networking



Mentor-based networking occurs with someone who is where you would like to be in 10+ years, like a former boss, chief of staff, or even a top-level person like a Congressperson or CEO. These meetings are typically referred to as “informational interviews,”

and should be treated the same way you would treat an actual job interview.

That means you need to dress as if you're going to an interview. Bring nice, printed copies of all job seeker materials and come with questions for the person with whom you're meeting. The meeting will likely take place in their office and should always occur at their convenience. Be careful to respect the time they are able to give you and follow-up with a thank you note.

# RULES OF NETWORKING

## Be Sincere



Make a real connection with the person you're talking to beyond the typical DC questions (where are you from, what do you do, and where did you go to college). There's always at least one common thread between you and the person with whom you're networking.

Finding this commonality and using it to establish a professional relationship is what makes a good networker. Find out what sports they follow, or whether you have a mutual acquaintance or place in your backgrounds. This will leave a more favorable impression of you in their minds and help them remember you after you leave.

## Use Good Judgment



Nothing can steer a recruiter away from you faster than showing poor judgment.

In a networking situation, stay away from any topic that could be deemed off-putting. This includes topics you may have found by researching a person online but have not been raised in conversation yet.

It also means that you should respect their time and space. Don't monopolize a single person at a happy hour for 30 minutes or lurk behind a group for too long waiting for a chance to speak to someone.

Have your conversation topics ready, and always ask for a business card so you can follow-up.

## WHERE?

### **Networking is easy if you start in the right places.**

One of the most important things you can do is be comfortable in your surroundings. Walking into a happy hour where you know no one can be intimidating, so find a method that works for you. Take a friend who can be your networking wingman or start with smaller groups of people, but start somewhere!

Here's a list of possible places to start:

1. Local conservative groups with interests similar to yours
2. Campaigns
3. Local Republican/Tea Party/Libertarian groups
4. America's Future Foundation's events list
5. The Heritage Foundation's events list

## SMALL TALK

Many people feel that small talk is shallow and uncomfortable. Instead, view it as a networking tool, a way to make a connection with someone new.

### **Good questions for lulls in the conversation:**

1. Where are you from?
2. What are you reading?
3. What brought you to (insert event name)?
4. How did you get into politics (or insert industry name)?



# Dress to Impress

Dress for the job you want.

# What Should He Wear?



*Gentlemen, welcome to the professional world! One of the first things you'll need here is a good first impression. It takes 7 years to override a bad first impression. Get off on the right foot by sending the message, "I'm dressing for the job I want, not the job I have."*

## Grooming

Be well groomed. Be clean-shaven, or if you have facial hair keep it trimmed appropriately. Have your hair cut, parted, and styled appropriately (think Don Draper from *Mad Men*, not Animal from the *Muppets*). Trim your nails and practice proper hygiene. Cologne is not a shower in a bottle and over-use of harsh smells can be offensive to people. Gentle scents in a small amount work best.

## The Everyday Suit & Tie

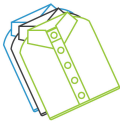
You should wear a suit every day. This may sound expensive, but there are ways to find well-fitting suits on a budget. A proper suit should fit nicely around the shoulders and button at the middle; not feel too tight, but not billow; have sleeves that end between your wrist and the base of your thumb; and have pant legs that hit between the top of the shoe and where the heel meets the sole of the shoe. JoS. A. Bank, Marshalls, TJ Maxx, and other retailers offer suits at a low cost. JoS. A. Bank has a semi-annual event where you can buy four suits for the price of one!

If you want a high-end suit but cannot afford one, visit a high-end department store. Once there, get measured, get your exact shoe size, and try on a few suits to know which styles and brands fit you best. Then keep an eye on discount sites like Gilt, Rue La La, or Hautelook and wait until a brand you prefer has a sale.

## MORE DETAILS ON SUITS

The best colors for suits are: **navy, charcoal gray, and light gray**. The most versatile color is a medium gray as you can wear it year-round and with any other colors. A nice charcoal or navy suit is perfect for interviews. Black suits can make you look overdressed or like you're headed to a funeral, so be wary before buying one.

Pinstripes, hounds-tooth, tweed, and other patterned fabrics can be tricky, so do your research before you purchase. Because you may run into your next boss today, make sure you look "interview-ready" at all times.



### Shirts

Shirts should be button-ups with collars, tucked in, and free of any stains or wrinkles. Stain remover sticks are great for removing that ketchup stain from lunch.



### Ties

Coordinate your tie with the rest of your outfit. Go for professional ties in a solid color, a geometric pattern, or a small repeating pattern (i.e. vines). Skip ties with cartoon characters or funny phrases. Learn to tie a tie properly.



### Shoes and Socks

Never wear tennis shoes with a suit! Instead, go for a nice pair of leather loafers or lace-ups. And yes, the color of your shoes should always match your belt. A gentleman never goes wrong wearing black socks.

## Exceptions

*The exception to the suit rule is when your supervisor announces an informal day or a day when you can wear jeans. This is not an excuse to break out your ratty jeans and faded college t-shirts. You may wear nice, clean jeans and a work appropriate collared shirt like a button up or polo.*

# What Should She Wear?



*Ladies, welcome to the professional world! One of the first things you'll need here is a good first impression. It takes 7 years to override a bad first impression. Get off on the right foot by sending the message, "I'm dressing for the job I want, not the job I have."*

## Stay Classy

Please double check your outfit before leaving the house. The fabric in women's clothing can occasionally be sheer in the sunlight but not when you try it on indoors, and sometimes form-fitting clothing can show the lines of your undergarments. Investing in a nude colored slip can save you a lot of embarrassment down the line.

Dresses and skirts should be no higher than 3 inches above the knee, straps should be at least 3 fingertips wide, and everything should be wrinkle-free and stain-free. Take precautions to maintain your modesty and dignity by checking your full reflection each morning in good lighting.

## Make it Work For You

It is easy to look polished and professional on a budget. Shop at discount stores like TJ Maxx and Marshalls, or know your size and wait for sales on your favorite brands. A good bargain is not an excuse for an ill-fitting outfit. Know what works with your style and body type, and stick to it.

## THE BLAZER

Invest in a charcoal gray or navy blue blazer that fits you well. If you're ever in a situation where your outfit could be construed as slightly inappropriate, having that blazer as a back-up is key. A well-fitting blazer can cover many office-inappropriate clothing features, such as skinny straps, low backs, and sheer backs.

In the summer months, a blazer can be especially useful. You may wear a lighter blouse or professional tank-top on your commute, and cover up with the blazer once you arrive at work. Many spring and summer dresses can be made office-appropriate by adding a blazer.

## BEYOND CLOTHING

All parts of your ensemble should be work appropriate. This includes shoes, jewelry, hair, make-up, and personal hygiene.



### Shoes

As for footwear, make sound judgment based on what you will be doing that day and what looks appropriate in your work environment. A standard rule of thumb is to keep heel height under 3 ½ inches. If you know you're going to be moving around a lot, bring back-ups like ballet flats or tasteful sandals. Anything that can be worn to the beach (flip-flops) is better left at home. Be aware that new shoes can cause blisters, so plan accordingly by keeping band-aids in your purse.



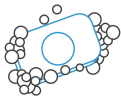
### Accessories

Accessories are great, but there is a limit. To prevent over-accessorizing, always remove the last accessory you put on before leaving the house. As for purses, make sure your bag is practical and functional. Try to avoid hard-to-match colors that may look odd with certain outfits.



## Hairstyles

Hairstyles vary from person to person, but there are countless online resources on how to make any length or style work-appropriate. Keep hair cleaned, trimmed, and brushed. Make-up should match your skin tone and remain under-stated. Smoky eyes and harsh lip or eye colors can make a negative impression in the workplace.



## Good Hygiene

Finally, make sure you practice good personal hygiene. Keep your nails trimmed, and either clean or polished. When using perfume, do not over-do it. Harsh and over-powering smells can be offensive to some people. A small amount of a gentle scent is best.

### WHAT TO WEAR TO AN INTERVIEW

For interviews, women should wear a **skirt suit** or **pantsuit** or a **modest sheath dress and blazer**. The key component in all three of these is *the blazer*.

*When in doubt, the Capitol Hill Style blog (<http://www.caphillstyle.com/>) is a wonderful resource. DC can be tough when it comes to maintaining a professional look at work. Before leaving your house, ask yourself, “Would I compliment my boss on this if she were wearing it?” If not, figure out why and make a change. Good luck!*

# Resources

*Reach out to the Leadership Institute for more guidance.*

## Career Consultation

The Leadership Institute offers personalized career advice to all job seekers free of charge. If you are interested in setting up an in-person or remote consultation, please visit the website below.

**<http://www.conservativejobs.com/Resources/Consultation.cfm>**

## Job Search

The Leadership Institute's ConservativeJobs.com is the one-stop shop for conservative job seekers and employers. Whether you are a polished executive or a young up-and-comer, ConservativeJobs.com works to help you find the right job in public policy, government, the news media, business, or on Capitol Hill.

**<http://www.conservativejobs.com/>**

## Leadership Institute's Internship Program

The Leadership Institute intern program runs three times a year, in the spring, summer, and fall. Leadership Institute interns attend private lunches and meetings with conservative VIPs, work on high-responsibility projects, and receive priority placement in the Leadership Institute's employment placement services.

For more information and directions to apply, visit

**[www.leadershipinstitute.org/intern](http://www.leadershipinstitute.org/intern)**

## Writing Help

Blue Book of Grammar

Morton's Writing Standards & Style Guide

**<http://www.leadershipinstitute.org/Writings/?ID=40>**



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## STAY CONNECTED WITH THE LEADERSHIP INSTITUTE

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