

Resume Tips

1. Include a brief summary highlighting qualifications. This should be the elevator pitch.
2. Add project management experience with specific project examples and quantify achievements and outcomes.
3. Tailor your resume to the specific opportunity. Add industry, skills, project methodologies, and tools utilized.
4. Focus on the most recent experiences. Experiences more than 10 years old can be limited to 2-3 bullet points.

Resource

- <https://www.pmi.org/learning/library/top-pile-resumes-done-right-9988>

LinkedIn Profile and Job Search Strategies

1. Profile Picture: Have a recent profile picture where your face takes up 60% (long-distance shots don't stand out).
2. Background photo: A photo which represents the message you want to convey.
3. Headline: Have it reflect more than a job title and include a tag line.
4. Summary: Have a summary and reflect your professional journey.
5. Customize your profile url: Update the URL to reflect your name.
6. List Relevant Skills.
7. Grow your LinkedIn Network.
8. Request and give recommendations.
9. Share content or provide content to show you are professionally engaged.
10. Reach out to connections at your target companies to have "informational interviews" or coffee chats to learn more about their organization's needs, culture, etc.

Resource

- <https://www.pmi.org/learning/library/job-hunt-career-change-linkedin-profile-headline-11049>

Project Management Interviews Questions

Below are some tips for preparing to answer common questions that may be asked in project management interviews.

1. Tell me about yourself.
 - **Concise and Focused:** Provide a concise response that focuses on your professional journey emphasizing experience related to project management. Highlight key skills and achievements including leadership, communication, and problem-solving skills.
 - **Use the Present-Past Future Method:** Briefly talk about your present role. Share a summary of your past experience and describe how this role aligns with future career goals.
2. Describe a recent project you worked on.
 - **Showcase your Value to the Project:** Select a project that showcases your skills and abilities. Be specific about the project's goals, your role and challenges faced and how you overcame them. Highlight positive outcomes and lessons learned.
 - **Use the STAR method:**
 - **Situation:** Briefly explain the project goal/scope.
 - **Task:** Discuss your role in the project.
 - **Action:** Describe actions you took to achieve project goals.
 - **Result:** Highlight the outcome including metrics and tangible results.
3. Tell us about a successful project you managed and what factors enable it to be successful.
 - **Select a project where you delivered results on time, within budget, and with high quality.** Focus on what made it successful i.e., strong leadership, effective planning, effective communication, stakeholder engagement, adaptability, etc. Emphasize leadership skills, team collaboration and project outcomes.
4. Tell us about a project where there were challenges and what factors contributed to it. What would you do differently next time?

- **Discuss a project in which you faced challenges** (e.g., scope changes, delays, resource constraints, team conflicts).
 - Discuss a specific challenge, its impact, including your approach and mitigation efforts.
 - Discuss lessons learned and how you would approach it differently next time.
 - Better Communication: How would you improve communication?
 - Risk Mitigation: What risk management strategies would you apply?
 - Resource Allocation: How would you allocate resources more effectively?

5. How do you manage....

- **Scope:** Explain how you define and control project scope. Refer to tools like scope management plans, work breakdown structure (WBS), and regular stakeholder reviews.
- **Project Priorities:** Discuss how you prioritize tasks and allocate resources.
- **Risk Management:** Share your approach to identifying, assessing, and mitigating risks.
- **Team Conflicts:** Describe a situation where you resolved team conflicts.
- **Timeline Delays:** Explain how you manage delays and adjust timelines.
- **Stakeholders Communications and Alignment:** Mention any tools/strategies you may have used to assist with the task (i.e., stakeholder mapping, stakeholder register, RACI matrix, stakeholder communication plan, etc.). Highlight regular updates, status reports and addressing concerns.

6. What project management methodologies or tools do you use to manage your project? (tasks, project plans, risk management, etc.)

- Discuss methodologies you've used (e.g., Agile, Waterfall, Scrum).
- Explain why you chose a specific approach for a given project.
- Mention tools that you use (e.g., Microsoft Project, Jira, Trello)
- Describe how you use tools to plan, track, collaborate and to monitor and control projects.

7. What are your strengths?

- Be honest but positive.
- In addition to project management specific skills don't forget to highlight soft skills such as leadership, adaptability, problem-solving, and communication.

8. What are your weaknesses?

- Choose a minor weakness related to project management.
- Show self-awareness and discuss how you're working on improvement.

9. Why are you looking to leave your current role?

- Focus on professional growth opportunities, desire for new challenges, or alignment with your career goals or interests and passion.
- Avoid negative comments about your current employer.

10. Why are you interested in this company?

- Research the company thoroughly. Mention specific aspects (e.g., company culture, mission, recent achievements) that resonate with you.