



### **TACA Internship Interview Process and Notes**

- Candidates for an internship at TACA will first have an informal phone screen to review the interview format and provide details on the interview team members.
  - The informal phone screen will serve as a practice with technology for the candidate.
  - This is a good opportunity for candidates to communicate any needs or concerns.
- A panel interview with the interview team will be held via zoom, where several TACA staff members will ask questions and interact with the candidate.

### **Best practices for a video interview**

- Candidates should plan to have their cameras on during the interview.
- Candidates should ensure they are in a space which is distraction-free.
- Candidates should make sure the area behind their cameras is neat and appropriate.
- Candidates should dress for success, as though they were interviewing in person.

### **What is TACA Looking for in an Intern?**

- Someone who is a learner and is not afraid to ask questions if they do not know the answer.
- Someone who can follow processes and who can stay organized.
- Someone who is responsive with email and communicates respectfully.
- A good team member, who can work well with our team.
- Anyone who wants to grow their professional skills.
- Someone who learns when they make a mistake—we know that mistakes are a part of growth.
- Someone who believes in the TACA Mission: to provide education, support, and hope to families living with autism.
- Someone who can be inclusive, thoughtful, and respectful of all the diverse perspectives and experiences in the community we serve.

## Resume Resources and Sample

Part of a professional skill set is being able to develop a resume. We know that most TACA intern candidates may have no work experience and that is not a problem! Consider what experiences you have had in school, what your interests and activities include, and any volunteer work. Here is a sample you can reference for your own resume:

<p>FirstName LastName 6 Pine Street, Arlington, VA 12333 home: 555.555.5555 cell: 566.486.2222 email: phjones@vacapp.com</p>
<p><b>Overview</b></p> <p>Hardworking, dependable, responsible, attention to detail, honest, respectful, with a positive attitude to get the job done.</p>
<p><b>Education</b></p> <p>Arlington High School, Arlington, Virginia 2008 - 2012</p>
<p><b>Experience</b></p> <p><b>Pet Sitter</b> 2010 - Present</p> <ul style="list-style-type: none"><li>• Provide pet sitting services including dog walking, feeding and yard care.</li></ul> <p><b>Child Care</b> 2009 - Present</p> <ul style="list-style-type: none"><li>• Provide child care for several families after school, weekends and during school vacations.</li></ul>
<p><b>Achievements</b></p> <ul style="list-style-type: none"><li>• National Honor Society: 2010, 2011, 2012</li><li>• Academic Honor Roll: 2009 - 2012</li></ul>
<p><b>Volunteer Experience</b></p> <ul style="list-style-type: none"><li>• Big Brother / Big Sisters</li><li>• Arlington Literacy Program</li><li>• Run for Life</li></ul>
<p><b>Interests / Activities</b></p> <ul style="list-style-type: none"><li>• Member of Arlington High School Tennis Team</li><li>• Girl Scouts</li><li>• Piano</li></ul>
<p><b>Computer Skills</b></p> <ul style="list-style-type: none"><li>• Proficient with Microsoft Word, Excel, and PowerPoint, Facebook, Twitter, Internet, Cell Phone Technology</li></ul>

## Cover Letter Guide

Cover letters are a part of most job applications. They do not need to be complicated, but should do three things:

1. Explain how you know about the organization and the role you are applying for.
2. Explain any experiences you have that are related to the role.
3. Explain why you are a good match for the organization's mission and values.

Here is what it can look like:

	Your Name
	Your Address
	Your Phone Number
	Your email address
Hiring Manager's Name	
Company Name	
Company Address	
Date,	
Dear Mr./Ms. <i>or</i> To Whom It May Concern,	
The first paragraph should contain an introduction, who you are, how you know about the internship opportunity, and why you want to apply.	
The next paragraph should review your experiences and why you feel like you have the skills for the role.	
The final paragraph can explain why you feel like you are a good match for the organization's goals, mission, and values. It should also include a statement that you are grateful for their consideration of your application.	
Sincerely,	
Your Name	

**Interview Questions for TACA Interns:**

Tell us what you know about TACA and why you are interested in an internship role.

What are your professional goals?

How do you think that an internship at TACA will help you prepare for future work experience?

Can you tell us about a time that you have had a problem, and what steps you took to solve the problem?

How do you stay organized?

How do you like to learn? Tell us about your favorite teacher and what made them effective.

What do you think is important when you are working with a team?

Tell us about a time that you have learned from a mistake. What did you learn?

TACA's mission is to provide education, support, and hope to families affected by autism. Why do you think that education, support, and hope are needed?

What questions do you have for us?