

HOW TO
ACE YOUR
SPORTS
JOB
INTERVIEW

Sports Networker



SportsNetworker.com is the #1 resource online for Sports Business Professionals looking for the latest information on how to take their sports career to the next level. We cover a number of topics including Sports Business, Sports Networking, Sports Marketing, Sports Sponsorship, Sports Sales, Sports Events, Sports Technology, Sports Social Media, and Sports Jobs.

SportsNetworker.com reaches a network of over 125,000 sports executives and continues to grow everyday. We also manage the largest sports business group on LinkedIn – [Sports Industry Network](#) and provide advanced content, training and networking opportunities in our exclusive membership site - [Sports Executives Association](#).

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

How to Ace Your Sports Job Interview

Copyright © 2013 Sports Networker
All Rights Reserved

The author and publisher of this ebook and the accompanying materials have used their best efforts in preparing this ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this ebook. The information contained in this ebook is strictly for informational purposes. Therefore, if you apply the ideas contained in this ebook, you are accept full responsibility for your actions.

EVERY EFFORT HAS BEEN MADE TO ACCURATELY REPRESENT THIS PRODUCT AND ITS POTENTIAL. THIS INDUSTRY IS ONE WHERE NO ONE CAN PREDICT EVERY SINGLE FACTOR INVOLVED IN THE PROCESS OR OUTCOME OF EVERY INDIVIDUAL SITUATION. THERE IS NO GUARANTEE THAT YOU WILL LAND YOUR DREAM JOB IN SPORTS USING THE TECHNIQUES AND IDEAS IN THESE MATERIALS. EXAMPLES IN THESE MATERIALS ARE NOT TO BE INTERPRETED AS A PROMISE OR GUARANTEE. LANDING A JOB IN SPORTS IS ENTIRELY DEPENDENT ON THE PERSON USING OUR IDEAS AND TECHNIQUES.

The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided "as is", and without warranties. As always, the advice of a competent legal, tax, accounting or other professional should be sought.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this ebook or any accompanying materials.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

This ebook is © copyrighted by 418 Media, LLC (dba Sports Networker & Sports Executives Association). No part of this ebook may be copied, altered, changed into any format, repackaged, sold, or used in any way other than what is expressly outlined within the ebook.

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Search The #1 Job Board In Sports

work in SPORTS MAKE YOUR **PASSION** YOUR **CAREER**

SEARCH OVER 4,000 SPORTS JOBS NOW

Job Category:
Sports Media, PR & Broadcasting

Position: Any Location: Any

SEARCH JOBS

Trending Search Terms

- Sports Marketing
- Sports Management
- NFL Jobs
- Sports Internships
- NCAA Jobs
- MLB Jobs
- Sports Broadcasting
- Sports Media
- Sports Sales
- NBA Jobs
- Baseball Jobs
- NHL Jobs

Search by Location

- New York
- Chicago
- Detroit
- Boston
- Los Angeles
- Denver
- Miami
- San Francisco
- Dallas
- Charlotte
- Houston
- Philadelphia
- Atlanta
- Phoenix
- Portland

Powered by WorkInSports.com

Apply Today to over 4,000 Sports Jobs, 800 Sports Internships and 7,500 Sports Employers

>>>>>> [Click Here To Join Work In Sports Today!!!](#) <<<<<<<

[WorkInSports.com](#) was created to provide a service to connect job seekers with sports employers - this makes it as easy as possible for people who want to work in sports to actually find work in sports.

For the last 12 years our team has been building the largest and most comprehensive job board in the sports industry. We've connected with thousands of sports employers and created powerful systems to ensure we have the latest sports jobs.

The opportunities are out there. We've matched thousands of job seekers just like you with jobs that are fulfilling and rewarding.

Let us help you make your passion your career.

John Mellor
President and CEO - WorkInSports.com



Want To Share This Ebook With Your Friends? [Click The Links Below So They Can Get a Copy!](#)



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)




[Share via Email](#)

Take Your Sports Career To The Next Level!



The Sports Executives Association is a new place to learn from industry pros, advance your sports career and build a more powerful network. It was created for those who take massive action, and like to see results. This is a place for unique like-minded individuals to finally have a place to interact.

SEA members are part of a new generation. They value the power of networking with everyone, and adapt to new ideas instead of sticking with the “old ways” of thinking. They also recognize the importance of staying ahead in new technologies and strategies to help them excel in their career.



Lewis & ESPN Founder
Bill Rasmussen

“The SEA was created for those who take massive action, and like to see results! Our members represent the future leaders in sport business.”

Lewis Howes, CEO
Sports Executives Association

Sports Executives Association members are provided the opportunity to:

1. **Connect:** Your network is your most powerful asset. Who you are connected to directly impacts not only your income, but also opportunities and results in your career. The SEA helps members build this powerful network.
2. **Learn:** Those who stop learning stop growing, and they continue to get the same results year after year. Those who continue their education are able to stay ahead of the curve, and become more valuable each day. SEA members have access to quality training to further their education.
3. **Get Feedback:** We all have questions or ideas pertaining to our careers, businesses, products, sales, marketing, sponsorships, PR, and more. The SEA gives members a place to ask important questions, and get answers from experts across a variety of topics.



>>>>>>>> Click Here To Join The SEA Today!!! <<<<<<<<<

Already an SEA member? Sign in here: <http://sportsexec.net/login>

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Message From The CEO

Passion. That's the number one thing I hear from people when they explain why they work in sports.

We love sports for many reasons. From a young age it's fun to play in games as a child. Maybe we never lose that child-like attitude and that's why we continue to stay passionate about sports long after our little league days. Sports give people hope, something to brag about, a place to escape, something to be proud of, along with many other things, it's simply good clean fun.

I grew up loving sports, and it shaped me into the person I am today. Without sports, my life would be completely different. I wouldn't have traveled the world by age 21, I probably wouldn't have broken as many bones or been as large as I am. My confidence level would be lower, I wouldn't be as competitive or hungry to succeed in the business world. Sports gave me so many both exiting and heart breaking experiences from the countless games I have played.

After my professional athletic career ended, I knew I wanted to stay in the world of sports. It's the one thing I'm most passionate about and I didn't want to lose my competitive spirit. This is one of the reasons I created [Sports Networker](#) and [Sports Executives Association](#). I wanted to help others stay connected in the world of sports so they didn't lose touch of what they are most passionate about.

As is the case with most endeavors, there is rarely one magic bullet, one piece of advice or one thing to share in terms of what would help others break into the sports industry. For the most part it is a series of events that must take place and an action plan that must be put in place (and implemented) that will help secure the job of anyone's dreams.

There is so much that goes into an effective search for any dream job that it is very tough to narrow it down to one suggestion.

Here is what I would suggest:

- ✓ Combine your passion with a specific technical aptitude to find your niche.
- ✓ Make sure you position yourself and your message to the specific market you are going after.
- ✓ Surround yourself with people you can learn from and be available to return the favor in the years ahead.

Want To Share This Ebook With Your Friends? [Click The Links Below So They Can Get a Copy!](#)



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

- ✓ Continually build an industry-specific network and leverage your network effectively to eventually have your own "advisory board" that you can rely on and utilize for years to come.

Although I don't play as many games as when I was growing up, I still love to talk about sports and business (another love of mine). I hope the How To Ace your Sports Job Interview ebook helps you understand how to crush your sports job interview and land your dream job in the sports industry!



Lewis Howes

CEO - SportsNetworker.com & Sports Executives Association

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Check Out Our Other Great Ebooks!

If you've opened this ebook about acing your dream job in sports interview, then you obviously have the ambition and drive to want to do what you love for a living. We love ambition; so much in fact that we have a few other great ebooks to offer you that will further your pursuit of that dream job in sports!

How To Write A Winning Sports Job Cover Letter

The cover letter is the sole purpose for an employer to look at the resume and determine whether or not you might be a viable candidate. If it is written badly, you might not even get a glance from a company. In most cases, the cover letter is just as important as the resume, which is a fact that is too often overlooked today.

How To Write A Winning Sports Job Cover Letter can and will do just what the title says. This ebook brings together some great knowledge and tips for writing a winning cover letter. It also lays out some exceptional examples of cover letters that you are free to use as a template and personalize to create your own resume introduction that will blow potential employers away.



How To Write A Winning Sports Job Resume

A resume is obviously one of the most important things someone needs in finding any job, let alone one in a field that is competitive as sports. If you can't seem to even get a call from possible employers, it is very likely the problem lies within your resume.

This ebook will go through the ins and outs of a resume and how to make each section of your educational and work history stand out. How To Write A Winning Sports Job Resume will also provide you with examples of resumes that are proven to shine; all you need to do is personalize it and you will instantly have a leg up on the competition in an extremely competitive world.



Want To Share This Ebook With Your Friends? [Click The Links Below So They Can Get a Copy!](#)



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Table Of Contents

Introduction	11
Chapter 1	12
<i>How To Get The Interview</i>	12
Sending a Resume	12
Emailing Your Resume	13
Walk In Your Resume	13
Telephone Interview	14
Preparing for the Interview	14
Do Your Research	15
Know Your Contact	16
Practice Your Responses	16
Dress The Part	17
Get Organized	17
Chapter 2	17
<i>How Should I Act?</i>	17
Show Confidence	18
Keep A Positive Attitude	18
Maintain Eye Contact	18
Body Language	19
Your First Impression	19
Your Resume	20
Chapter 3	21
<i>Dos and Don'ts</i>	21

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

The Coffee Shop Interview	23
Closing The Interview	24
Extra Tips	24
Chapter 4	25
<i>During And After The Interview</i>	25
Common Interview Questions	25
Questions During Your First Interviews After College Graduation	26
Questions That You Should Ask Your Interviewer	26
Questions Employers Cannot Ask	27
What Employers Are Looking For	28
Employer Evaluations	29
Content Skills	29
Functional Skills	30
Adaptive Skills	30
The Post Interview Follow-up	30
<i>Summary</i>	31

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

How To Ace Your Sports Job Interview

Introduction



Sooner or later, everyone must face the daunting task of interviewing for a job. Whether it's for just a job to keep your bills paid, or if it's that dream job in sports you've always wanted, there are many things that you have to remember before you can get that job that you so desire.

Most people assume that the most important part of a job interview is showing up well groomed, but there is more to it than that. Everything that you could ever want may be riding on your

behavior at a job interview. The smallest thing can mean the difference between you having a new job or still pounding the pavement trying to score a new interview.

It is common knowledge that generally the smallest details cause people to fail during a job interview. The fact that you can score an interview at all shows that you already have the right stuff for the job. However, scoring the interview is merely the first step in the long journey to get you the job in sports of your dreams.

This book is to be your comprehensive guide to winning that sports job that you so crave. After reading the How To Ace Your Job Interview ebook, you will have all of the knowledge required to get your body through that door that you are most trying to step into. In this book, you will learn:

- ✓ How to get the interview of your choice.
- ✓ How to prepare for the interview.
- ✓ How to make a great first impression.
- ✓ How to conduct yourself during the interview.
- ✓ What the most common questions are.
- ✓ What questions to ask your interviewer.
- ✓ What common mistakes you should avoid making.
- ✓ About the post interview follow-up.
- ✓ Questions that interviewers cannot ask.

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Chapter 1

How To Get The Interview



Scoring the interview for the job that you want doesn't have to be rocket science. Sometimes you can score that interview by simply making a phone call. There are many ways that people go about trying to get an interview. The methods of achieving one vary by company. It is best to know what the company's application process is before taking your first step.

Generally, when a company is hiring, they post an ad in the newspaper or an online job bank,

such as WorkInSports.com. How to contact them is usually included in the ad as well. You don't want to email a resume to a company that is requesting that you walk in with your resume. Ignoring their initial contacting information will guarantee that you will not get that interview because you have already proven that you can't follow simple directions.

Sometimes, you can get a job lead from a friend before the job has been posted. If this is the case, you can either ask the friend to give the employer your resume and cover letter. If your friend doesn't actually work where the lead came from, you can try calling about the position and ask what the application procedure is.

There are four general methods of applying for a job. They include these basic methods.

Sending a Resume

Some companies prefer that you mail in your resume. For this type of approach, it is best to include a cover letter with your resume. The cover letter is a basic letter that describes the position that you are interested in and a few details of your qualifications and skills. It is basically your lead in to your resume. Before writing your cover letter, you should know whom the letter is to be addressed to. You never want to begin a cover letter with "Dear Sir or Madame" or "To whom it may concern". It shows that you have

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

not prepared, and that you are not looking for a specific position with their company, but any job that you can get your hands on. Basically, it is disrespectful to your prospective employer.

Emailing Your Resume

Emailing resumes is becoming a commonplace way for recruiters to get resumes. Most companies offer this method as an alternative to the others. However, there are a few tips on how you should go about it.

You should attach your resume as a word document or PDF file. These are the most common formats and what most companies will accept. The subject line should read like this: "Smith, John (sports marketing position)." This makes it easy for the recruiter to know who the email is from, and what it pertains to. It also assures that your email will be read.

Sometimes there are specific methods for addressing an emailed resume. Some companies have certain subject line requirements so follow them. If your company wants you to paste your resume, don't send attachments because your email will be deleted right away.

Walk In Your Resume

For this type of application procedure, you will want to dress appropriately. You would want to dress just like you would for an interview. Companies usually ask you to do this if you are going to be working directly with customers, such as in PR. They ask for a walk in because they want to get a look at your grooming habits right away. Sometimes, a walk in will result in the employer giving you a brief interview on the spot, to see if they will require a formal interview later. So be on your best and most appropriate behavior.

Also, walk-ins do not require you to bring in a cover letter with your resume. Your appearance is sort of the cover letter. Sometimes, you will be required to fill out an application form as well. Smile and be polite, no matter who you are talking to. That



Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

could be the difference between getting an interview and just taking an extra trip for nothing.

Telephone Interview



It is not particularly common anymore for companies to ask you to call them for an interview. That is usually saved for jobs that include sales and/or jobs that are not so easily applied for by the other methods.

Telephoning for an interview is a bit common when a company requires that you be on the phone a lot. It gives them a feel for the quality and the personality of the person on the phone.

When making this type of interview request, always speak in a clean and clear manner. Be polite and prepared to answer any questions that may be asked of you.

You might approach the telephone interview like this:

“Hello Mr. Brown, I am Mike Sandal. I am calling with regards to your ad in the Post about the sports marketing position”. If you are asked your experience and/or previous work experience, be prepared to answer quickly and explain how long you have been working in sports or any other relatable fields and give a brief description of your duties.

The correct way to build your resume will be included later on in this manual. It will give you the correct way to format your resume so that it gets noticed for all of the right reasons.

Preparing for the Interview

Once you get the call for the interview, the next thing that you have to do is prepare for it. You can never over-prepare for an interview. The more prepared you are, the harder it will be to make mistakes. It is best to prepare yourself emotionally as well as intellectually for an interview. Giving a great interview is not as hard as some may think, but not as easy as others do either. Here are a few things that must be done in order to prepare for your next interview.

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Remember, during an interview, you are a salesman. You are there to sell yourself to your prospective employer. You want to market yourself in the most interesting way possible. Great preparation for the interview is your best bet. A salesman that is knowledgeable, friendly, and positive always gets the close, much like you will be able to get your dream job in sports.

Do Your Research



It doesn't matter how much knowledge or experience you have about the position that you are trying to get in a company if you don't have a clue who the company is or what they do.

It is disastrous to enter into an interview and not be able to tell your interviewer what their company is about.

And we don't mean telling your interviewer the on-the-field history

of your favorite team when you're applying for a sales job. How else are you going to be a good addition to their company?

A good and less time consuming way to get to know about a company is to look up their website. You can get all of the general knowledge about them that way, including the names of key people and their job titles (There will be more on that in a minute). You should sift through most of their pages, including the pages that show samples of their work and/or products.

You can also look them up in the media files if there are any. Read the articles about them and soak in as much information as possible. Another thing that would be nice to do is to check out the surrounding area around the company. It makes for a nice icebreaker during the interview. You can make a comment about a particular monument or resting place nearby.

A trickier way to get a little extra information about the company is to call them on the phone and ask general questions, without referring to yourself as a potential employee. It's a nice way to get the goods on things like upcoming promotions.

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Know Your Contact

When called for an interview, ask to whom you will be talking to. It is nice to be able to greet your interviewer by name at the beginning of the interview without first being told who they are. It shows that you are on top of things, and have prepared beforehand.



You will also want to do some research on the person that will be conducting your interview. Learn what they do for the company and try to get some samples of their work or achievements in the company.

If you know what department that you are going to work in you may want to get the names of your potential colleagues and superiors prior to the interview as well. This way you can get some information about their roles in the company and the type of work that they have done.

Mention some of the things that you learn about your potential colleagues in the interview and about how much you look forward to working with them in the future. If you can, give an example of their work so that you will appear more sincere.

Practice Your Responses

It is best, if you are prone to nervousness, to practice giving your responses to the questions that may be asked of you. A list of the most common questions will appear later on in this ebook. You should practice your wording and the tone of voice that you plan to use; try keeping your responses as brief as possible, but with as much detail as you can.

When you are trying to work out the proper responses to the interviewer's questions, you will also want to practice the art of getting your nerves under control as well as ridding yourself of any other odd habits while talking (like expressing yourself with your hands).

Practice answering your interview questions with a friend. Get his or her opinion about your delivery and gestures. Perhaps your friend will have some nice insights for you to use during the real interview.

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Dress The Part



Pre-select your attire the day before your interview. You want to make sure that your clothes do not have any wrinkles or stains on them. Pick an outfit that best suits the type of job that you are applying for. If you are going to work in an office setting, maybe in sports sales or marketing, you should dress conservatively. Soft earth tones are best for women. Try to avoid miniskirts and shirts that show too much skin. A nice dark suit is good for a male.

Of course if you are planning to work outdoors on some in-the-field PR, you can dress a little more casually. Just be certain to avoid wearing jeans,

over sized clothing and under sized clothing.

Even in the hotter seasons, you should not wear sandals or gym shoes to an interview. It sends an unprofessional message. The same goes for hats and other accessories.

Get Organized

Make sure that all of the things that you will need for the interview are prepared the day before. Make a checklist of the things that you will need if you have to. You should always have an extra resume handy during the interview. You should also bring with you a note pad to take notes during the interview if needed. Only write down the important things that you think you will need to remember. If you have a business card, have one handy; it makes for easy contact later and also shows that you are professional and may help the employer remember your name.

Chapter 2

How Should I Act?

There are many things that you can do that can take some of the pressure off during an interview for your sports dream job. The way that you behave is one of the most important. It's not all in the words that come out of your mouth, but often has a lot to do with the mannerisms that you use.

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Interviewers are not just wondering if you are skilled enough for the job, but they are often wondering if you would fit in nicely with your co-workers. Your personality is a big part of your interview and can make all the difference. Here are some of the little things that you should pay particularly close attention to during an interview.

You do not want to be chewing gum or breath mints during your interview. You also don't want to speak in slang during your interview either. It is unprofessional and rude.

Show Confidence



You cannot enter into an interview with a defeatist attitude. You cannot mope or exude too much placidity in your manner. It is not inviting, and does not give the impression of a person that you want to face every day.

Be sure of your abilities without appearing cocky or narcissistic. You want to let your interviewer know that you are equipped to perform well at your job, without alienating other workers. You should point out your accomplishments in your field while remaining somewhat humble.

List your accomplishments in a matter of fact way without going into too much detail. I know this sounds repetitive, but you can never get this point too strongly. Understand that body language plays a large part in exuding confidence to others.

Sit straight. Practice good posture, and keep your head up.

Keep A Positive Attitude

You should always try to smile and keep a positive outlook during your interview. If you are hearing something that doesn't sound good to you, don't frown, and look disgruntled. Just keep a slight smile on your face until it is time for you to say something. Then approach your interviewer with questions or concerns when the time is appropriate.

Maintain Eye Contact

Keeping eye contact with your interviewer is very important, especially when one of you is speaking to the other. If you are looking around the room or at the items on the

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

interviewer's desk, you will appear uninterested. Just imagine what you would be thinking if you were speaking to him or her and they were looking all over the room. You would probably think that you already lost the interview.

Body Language

We've touched on this a little bit but you should mind some of the common errors that many people make when they are speaking to others. I've listed some of the common things that you should avoid when sitting through an interview.

- ✓ Avoid fidgeting while speaking to your interviewer. It shows a lack of self confidence.
- ✓ Avoid speaking while using overly expressive hand gestures. It is distracting.
- ✓ Avoid biting your lips in between sentences. It gives the impression that you are making things up.
- ✓ Do not sit with your arms crossed because it makes you appear stand-offish.
- ✓ Do not shrug your shoulders when asked a question that you are unsure of. Take a second to think of your response. Shrugging your shoulders gives the impression that you don't know the answer.
- ✓ Don't answer with nods and head shakes. Use your words to answer questions.
- ✓ Get plenty of sleep the night before the interview. You don't want to yawn in front of the interviewer. He will think that you are expressing boredom.

Your First Impression

First impressions can be a hard thing to get past in any situation. During an interview you want to give the best first impression that you can. There are many small things that you can do to assure that you give the best impression possible. They are as follows:

- ✓ You can never be too polite to the person that directs you to your waiting area when waiting to be interviewed. A small gesture like, asking how they are doing can work wonders for you when you leave the building later.
- ✓ While waiting to be interviewed, sit properly and behave as if everyone passing you by is your potential interviewer. They just might be. Smile at people as much as possible. Do not act impatient or



Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)

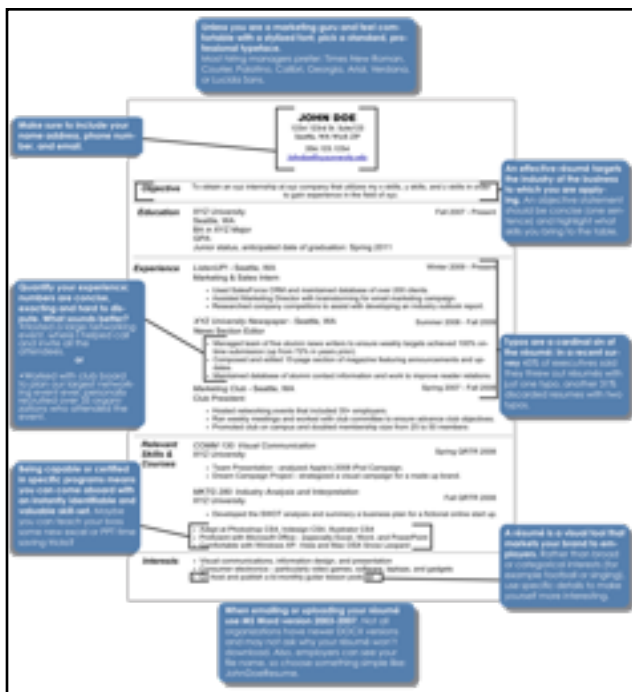


[Share via Email](#)

bored; it sends the wrong message. Some interviewers will keep you waiting just to see how you handle yourself.

- ✓ Greet your interviewer with a firm handshake and a smile.
- ✓ Remain standing until your interviewer asks you to be seated. It is simply polite and shows proper etiquette.
- ✓ Again, dress according to the type of job that you are applying for.
- ✓ Show yourself to be well organized by having all things needed for the interview.
- ✓ While waiting do not eat or drink anything.
- ✓ Don't chat on your cell phone while waiting for your interviewer. It makes you look distracted.

Your Resume



This may seem like an unimportant thing during an interview, but this is the sole reason why you may get that interview so you should be prepared with a well written resume.

You should tailor your resume to highlight the qualifications, work experience and any education that you've had that best represents the type of work you are applying for.

You should also include any other work experience that you've had, as well as any accomplishments that you have made in the sports or any other related fields.

Of course there also quite a few things that recruiters hate to see on resumes as

well. Many people do not think that recruiters really go all the way through a resume, but they really do. Recruiters have certain pet peeves when it comes to reading a resume. I've included a list of some of the pet peeves that you should avoid when putting your resume together. These are the things that recruiters hate to see.

- ✓ Hiding or not including vital information on a resume is like death. A recruiter needs to see all of your important information without having to search for it.
- ✓ Major gaps in your employment history leave a recruiter wondering about your work ethic. Be prepared to answer questions if you have such gaps in yours.

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

- ✓ Summaries that are hard to follow are annoying to recruiters. Keep your summary easy and brief.
- ✓ Use easy and simple fonts. Fancy fonts and colors are not eye catching in the manner that you likely wanted it to be.
- ✓ Avoid writing your resume as a narrative or in the first or third person. It is really irritating for a recruiter and comes off as arrogant and/or egotistical.
- ✓ Pictures and/or graphics on a resume are distracting to a recruiter. Things like that will likely get your resume tossed out without a glance.
- ✓ Needlessly adding objectives and introductions on your resume bores recruiters. They know what your objective is, and your resume is not meant to be a novel.
- ✓ Lying or putting misleading information on your resume is a major no-no. There are always ways for a recruiter to check up on you and many do, so don't lie. Getting caught in a lie on a resume just says that you can't be trusted.
- ✓ Adding unnecessary information on a resume like your hobbies is completely useless. You should save that section to describe any accomplishments that you have made in your field.
- ✓ Sending a resume that doesn't match the type of job that you are applying for is extremely irritating to a recruiter. You are wasting their time.
- ✓ Using extensively long paragraphs in a resume will get yours tossed aside. It is harder for the recruiter to read and makes the task take too long.
- ✓ Resumes that are more than two pages will not be fully read by a recruiter. That's just the way it is.
- ✓ Dating the information in your work history in the wrong order makes your resume harder to follow. Work history should be listed with most current jobs at the top.
- ✓ Resumes that have too much detail when talking about your previous jobs are a waste of your time. Previous jobs are generally just sifted through. They are rarely given very much attention, just enough to give the recruiter an idea of what you have done in the past.
- ✓ Spelling and grammatical errors just prove that you are not very keen on details.

Chapter 3

Dos and Don'ts

There are quite a few things that you should do and not do during an interview that could make the whole thing a lot easier for both you and the interviewer. I have listed them quickly in the table below.

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Dos	Don'ts
Arrive on time, or better yet 10 minutes early.	Act uninterested in the company or the job.
Refer to the interviewer by name.	Spend too much time talking about money.
Smile and use a firm handshake.	Answer with only yes or no.
Be alert and act interested throughout.	Act defensively when questioned about anything.
Maintain eye contact at all times.	Speak badly about past colleagues or employers.
Make all comments in a positive manner.	Be overly aggressive or egotistical
Speak clearly, firmly, and with authority.	Excuse your bad points about work history.
Except any refreshment offered.	Ask for coffee or refreshments.
Promote your strengths.	Excuse yourself halfway through the interview, even if you have to use the bathroom.

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)



The Coffee Shop Interview

Sometimes recruiters will ask you to conduct your interview over coffee, lunch, or dinner. It makes for a more relaxed setting for the recruiter, but you should remember that it is still an interview, and your behavior must be in accordance to that.

During this type of interview, you should try to look at it as a relaxing way for you to talk about and sell yourself to the recruiter. Making a little bit of small talk is expected. Do not bring up the topic of the interview until the interviewer does. He or she might want to get to know you a bit first.

Remember to talk about yourself, but do not get too personal. There are also basic points of etiquette and common sense rules that you should follow as well. They are as follows:

- ✓ Remember your basic table manners, like putting your elbows on the table etc.
- ✓ Always fold your napkin on your lap before eating.
- ✓ Do not order messy or sloppy foods. That includes finger foods like ribs, and extremely large sandwiches. Avoid pastas with thick sauces, and French fries.
- ✓ Do not order the most expensive item on the menu either.
- ✓ Avoid alcoholic beverages if you can.
- ✓ When you get up to use the restroom, place your napkin on your chair or on the arm of your chair.
- ✓ Common sense; don't smack your lips or talk with your mouth full.
- ✓ Always excuse yourself if you plan to leave the table for any reason.
- ✓ Do not have your cell phone turned on.
- ✓ Continue to speak formally to your interviewer unless requested not to.

After your interview is over, be certain to thank the recruiter for the meal and their time. Offer a firm handshake, and ask when you should expect to hear from them. It shows confidence and a continued interest in the job. Send a thank you card that same day.

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Closing The Interview

Once you have run the bases of the interview, it is still important that you end the interview well. The hard part is over and now all that is left is for you close out the interview in the same winning manner.

Wait until your interviewer stands up or requests that you do. Give your closing greeting.

Thank the interviewer for his taking the time to see you. Offer another firm handshake, and ask when you might know when you might expect to hear from them about their decision.



Extra Tips

With all of the information that was given in this manual, you would think that you have learned everything that there is to know about acing an interview for your dream job in sports. However, there are still a few extra tips that you should know, and a few more helpful hints.

1. Market your skills and related experience in the field that you are applying for. Be sure to do it in a way that is positive and not cocky.
2. Researching the company before your interview is a good way to know where you would fit into it. It also lets the employer know that you really want to be a part of the company.
3. Bring your list of questions with you in a folder with the company's name on it so that you don't forget them. You should also keep your extra resumes in there too.
4. You want to describe your weaknesses as strengths. For example, saying that you are overenthusiastic about performing at your best.
5. Since many interviewers ask you what your biggest fault might be, you should pick a fault that is actually a good thing. Try saying "I don't take on projects that I can't give 110% on."
6. Let your interviewer bring up the topic of salary first.
7. Don't volunteer your personal opinions to your interviewer about any subjects unless you are asked.
8. Try to establish a good rapport with your interviewer. Be casual but professional, and most importantly BE YOURSELF!

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Chapter 4

During And After The Interview

This may be the interview for your dream job in sports, but at the end of the day, it is still an interview. That means there are still questions you will more than likely be asked, questions you can ask your interviewer, and even questions your interviewer cannot ask you.

We have laid all of that out in this ebook and have listed some of those questions below.

Common Interview Questions

Every interview comes with the interviewer asking you a lot of questions. Many of them are standard questions that every interviewer asks. I've listed the most common questions that you will encounter during an interview to help you get a handle on them before you go to one. It is always good to be prepared.

By reading these common questions that interviewers ask, you will have a leg up on the competition. You will also have time to prepare your answers so that you don't get stumped. The following are some of those questions you may need to answer to get your dream job in sports:

1. Tell me something about yourself.
 - a. Remember, say something positive.
2. How do handle stressful situations?
3. How do you deal with criticism and stress?
4. What is your definition of success?
5. Why do you think that you would fit in with this company?
 - a. This is where your research comes in handy.
6. Have you ever been fired, and why?
7. Where do you see yourself in 5 years?
8. Do you prefer to work on your own or as a team?
9. Why are you interested in working for this company?
10. How do you handle a difference of opinion with your colleagues or superiors?



Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

11. Why should I hire you?

Questions During Your First Interviews After College Graduation

1. Tell me what your most rewarding college experience was.
2. What extracurricular activities did you participate in?
3. What have you learned in college that applies directly to this job?
4. How have you prepared yourself for the transition from college to the workplace?
5. How do you plan to manage graduate school and working?
6. Did you get any hands-on experience in college?
7. How do you feel that college has prepared you for this job?
8. Have you ever done an internship that helped to prepare you for this type of work?
9. What do you think is the best asset that you could bring to the company?

Questions That You Should Ask Your Interviewer



Just like you will be fielding questions from your interviewer, it is best to ask a few of your own. It shows that you are genuinely interested in working there, and that you have some concerns of your own. It also shows that you feel relatively certain that this is the place for you.

Asking the right questions to your prospective employer will show him or her that you are serious in your efforts to work for their company, and

that you are an organized individual. You should steer clear of asking any personal questions or any questions that are not directly job related.

If you wish, you may jot down some of the answers that you are given for reference later on. Keep your questions simple and polite. Make sure that you are asking direct questions about the job and/or work environment.

Here are some questions that you should ask your prospective employer:

1. Why is this position available right now?
2. How many times has this position been filled in the past 5 years?

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

3. What should the new person do that is different from the last person that had this position?
4. What would you most like to see done in the next 6 months?
5. What are the most difficult problems that this jobs entails?
6. How much freedom do I have in the decision making process?
7. What are my options for advancement?
8. How has this company succeeded in the past?
9. What changes do you envision in the near future for this company?
10. What do you think constitutes success in this job?

Questions Employers Cannot Ask

Just like there are many questions that an interviewer can ask, there are many that he or she cannot ask. Some questions are illegal to ask. Many people don't realize that there are off limit questions for employers. This is why I felt that it was important to include them.

When or if you do encounter some of these questions there are ways that you can choose to respond to them. Since some people would probably answer them, it is good to know that you don't have to answer those kinds of questions. You can simply ask how those questions pertain to the job you're applying for. Here is a list of the questions that are illegal for an interviewer to ask.

1. Questions about your age are not allowed during an interview because it should not be a factor upon hiring you.
2. Questions about your marital status are inappropriate and can easily be mistaken for sexual harassment. This question also applies to whether or not you have children, your child care plans etc. This type of question also includes any other aspect of your personal life that should not affect your chances of being hired.
3. Questions about your personal health are off limits.
4. Questions about your ethnicity should not be asked by an interviewer or answered by the person being given the interview.
5. Your sexual preference cannot be a factor in your chances of being hired. This type of question should not be asked.
6. Whether or not you have disabilities is a question that should not be asked.
7. Your arrest record is information that doesn't have to be answered. All an interviewer can ask you is if you have ever been convicted of a crime, they cannot ask you what for or how many times.
8. Basically, personal information cannot be asked by an interviewer. It is illegal, and you do not have to respond.

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

What Employers Are Looking For



When an employer decides to conduct an interview with you, there are certain things that they are looking for from you. Naturally, you are likely to focus on these things during an interview, but you should remember all of the tips in this manual because following those tips is what is going to make the employers see all of those things in you.

Since everybody wants to have a leg up when it comes to an interview, it naturally seemed to be appropriate to let you in on what the employers are evaluating you on during an interview. So here is that list.

- ✓ **Your Enthusiasm:** Employers want to know that you are willing and eager to be a part of their company. Being fully stocked with knowledge about the company is a sure fire way to show your enthusiasm.
- ✓ **Your ability to speak clearly:** If you approach an interview mumbling and speaking slang, a prospective employer will not see you as a professional.
- ✓ **Showing your teamwork skills:** You should show an example of your ability to work as a team during your interview.
- ✓ **Leadership skills:** You should show your leadership abilities by approaching your interview with an offensive train of thought.
- ✓ **Problem solving ability:** Employers need to know that you can handle yourself when a problem arrives.
- ✓ **Work related experience:** You definitely want to show that you have some experience in the field already, so that the employer knows that you will not be overwhelmed.
- ✓ **Community involvement:** Employers love to see that you have done volunteer work. It shows that you take pride in your community, and a willingness to be a team player.
- ✓ **Company knowledge:** Again, this stipulates that employers like to see that you have done your research about their company. It shows that your interest in working for them is sincere.
- ✓ **Flexibility:** Employers want to know that you are able to go with the flow. It proves that they can depend on you later.
- ✓ **Ambition and Motivation:** Ambitious people are generally motivated enough to make great improvements in the company as they are working their way up the ladder. Ambition usually means more money for the company.

Want To Share This Ebook With Your Friends? [Click The Links Below So They Can Get a Copy!](#)



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

- ✓ **People skills:** Your ability to get along with others is very important to an employer. They need to know that you won't ruffle any feathers when you are hired.
- ✓ **Professional appearance:** Nobody wants a slob working in their office. Be certain to dress appropriately for the job that you are applying for.
- ✓ **Ability to Multitask:** This is getting to be a very necessary skill in the workplace. Most days, you will be required to multitask. Even if you are not, employers need to know that you can do it without freaking out on them.
- ✓ **Reliability:** Employers want dependable and reliable people to work for them. Your ability to arrive on time is a good place to start when trying to prove that you possess this quality.

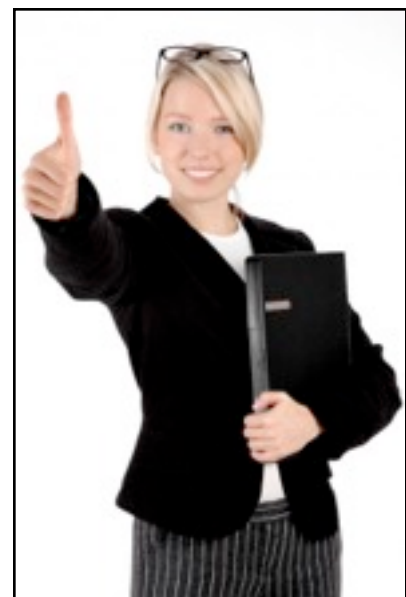
Employer Evaluations

Employers are generally monitoring and evaluating you on three skill sets during an interview. Those three skill sets can easily be broken down into these sections:

Content Skills

These are the skills that are directly related to performing that marketing or social media or management job in sports. You get these skills by learning your craft in an accredited school through specialized training, work experience, attaining a degree, and internships. This shows an employer that you have acquired all of the knowledge that you will need to perform your job efficiently.

If you do not have this type of skill available, you can simply express that you are looking into specialized training and/or would be willing to start. It may not be exactly what the employer is looking for, but it shows that you have initiative.



Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Functional Skills



These are the skills that reflect your ability to work with others and how you incorporate data. This is where an employer decides whether or not you are a team player. You can display this skill by highlighting your past employment record and accomplishments that are directly job related.

Generally an employer will get an idea of your ability to work with others depending on your reasons for leaving previous jobs, whether or not you were fired before, etc. If you have been fired before, don't lie about it, and do not act bitter about it when discussing the reason; this will not benefit you in the end. Be forthcoming and sincere. Express that it was a learning experience for you and tell them what you learned from it. It reflects well on your temperament.

Adaptive Skills

This is a general show of your personality and temperament. During your interview, the employer will be evaluating you on your general ability to get along with him or her. Your general personality traits are monitored during this time.

When faced with a difficult question, you do not want to get defensive or angry. Just take a few seconds to think about what you should say rather than say something you will regret. If you must, simply explain that you are a little nervous so that you can buy a few extra seconds to answer.

You want to appear at ease as much as you can during your interview. You want the employer to think that you anticipated everything that he or she was going to say. Even if you are terrified at your replies, do not let them see you sweat.

The Post Interview Follow-up

Now that the interview is over, the hard work is over, but you still have to follow up on the interview later. Sending a thank you note is the best way to start.

If you haven't heard from the employer within a week, you should call the office to ask if they have reached a decision yet. This is not being pushy; it shows your enthusiasm and persistence. If they haven't reached a decision, ask when you might expect to hear from them. If they don't give an answer try again in another week and so on.

Want To Share This Ebook With Your Friends? [Click The Links Below So They Can Get a Copy!](#)



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Summary



By now, you have learned everything that you need to know before you enter into an interview. Throughout this ebook you have acquired the skills needed to get and ace any sports job interview that you go on. As promised, you are going to approach your next interview with a leg up on the competition and finally land that dream job in sports!

By now, you have learned to:

- ✓ Get the interview of your dreams
- ✓ How to prepare for the interview
- ✓ The best way to behave during an interview
- ✓ How to make a great first impression
- ✓ How to build the best resume for your dream job
- ✓ How to create a winning cover letter
- ✓ What to do during a restaurant interview
- ✓ How to dress for success
- ✓ How to close an interview
- ✓ What questions you will be asked during an interview
- ✓ What questions you should ask during an interview
- ✓ What questions cannot be asked during an interview
- ✓ How to follow up on your interview
- ✓ What employers are directly looking for from you

You have learned everything that you need to know in this guide, and probably a little more than that. Don't worry; if you have read and used all of the information in this ebook, you have increased your chances of getting that job by 100%. If you are due to have an interview, you've already learned how to ace the interview so relax, and go get that job in sports!

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)

Search The #1 Job Board In Sports

work in SPORTS MAKE YOUR **PASSION** YOUR **CAREER**

SEARCH OVER 4,000 SPORTS JOBS NOW

Job Category:
Sports Media, PR & Broadcasting

Position: Any Location: Any

SEARCH JOBS

Trending Search Terms

- Sports Marketing
- Sports Management
- NFL Jobs
- Sports Internships
- NCAA Jobs
- MLB Jobs
- Sports Broadcasting
- Sports Media
- Sports Sales
- NBA Jobs
- Baseball Jobs
- NHL Jobs

Search by Location

- New York
- Chicago
- Detroit
- Boston
- Los Angeles
- Denver
- Miami
- San Francisco
- Dallas
- Charlotte
- Houston
- Philadelphia
- Atlanta
- Phoenix
- Portland

Powered by WorkInSports.com

Apply Today to over 4,000 Sports Jobs, 800 Sports Internships and 7,500 Sports Employers

>>>>>> Click Here To Join Work In Sports Today!!! <<<<<<

WorkInSports.com was created to provide a service to connect job seekers with sports employers - this makes it easy as possible for people who want to work in sports to actually find work in sports.

For the last 12 years our team has been building the largest and most comprehensive job board in the sports industry. We've connected with thousands of sports employers and created powerful systems to ensure we have the latest sports jobs.

The opportunities are out there. We've matched thousands of job seekers just like you with jobs that are fulfilling and rewarding.

Let us help you make your passion your career.

John Mellor
President and CEO - WorkInSports.com



Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)




[Share via Email](#)

Take Your Sports Career To The Next Level!



The Sports Executives Association is a new place to learn from industry pros, advance your sports career and build a more powerful network. It was created for those who take massive action, and like to see results. This is a place for unique like-minded individuals to finally have a place to interact.

SEA members are part of a new generation. They value the power of networking with everyone, and adapt to new ideas instead of sticking with the “old ways” of thinking. They also recognize the importance of staying ahead in new technologies and strategies to help them excel in their career.



Lewis & ESPN Founder
Bill Rasmussen

“The SEA was created for those who take massive action, and like to see results! Our members represent the future leaders in sport business.”

Lewis Howes, CEO
Sports Executives Association

Sports Executives Association members are provided the opportunity to:

1. **Connect:** Your network is your most powerful asset. Who you are connected to directly impacts not only your income, but also opportunities and results in your career. The SEA helps members build this powerful network.
2. **Learn:** Those who stop learning stop growing, and they continue to get the same results year after year. Those who continue their education are able to stay ahead of the curve, and become more valuable each day. SEA members have access to quality training to further their education.
3. **Get Feedback:** We all have questions or ideas pertaining to our careers, businesses, products, sales, marketing, sponsorships, PR, and more. The SEA gives members a place to ask important questions, and get answers from experts across a variety of topics.



>>>>>>>> Click Here To Join The SEA Today!!! <<<<<<<<<

Already an SEA member? Sign in here: <http://sportsexec.net/login>

Want To Share This Ebook With Your Friends? Click The Links Below So They Can Get a Copy!



[Share on LinkedIn](#)



[Share on Facebook](#)



[Share on Twitter](#)



[Share via Email](#)