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Resume and interview tips from BMO.

BMO® Financial Group is committed to an inclusive, equitable and accessible workplace. By embracing diversity we gain strength through our people and our perspectives.

Use your resume to tell your story

The purpose of your resume is to obtain an interview. Keep it short — two pages if possible.

- State your objective and know how your skills and experiences support the job you are applying for.
- Use action words and phrases that highlight your accomplishments when describing your experience.
- Be honest about your skills and work experience.
- Ask someone you trust to check over your resume before submitting it to ensure that the content is clear and that there are no grammatical or typographical errors.
- Be sure to include your contact information.

Prepare for your interview

It is normal to feel nervous about an interview; however, if you are well prepared you will be able to enter the room confidently

- Know yourself. Think about examples you can share that will

substantiate the information that you have included in your resume and will highlight the skills and experiences that you can bring to the position.

- Know the company and the role you are applying for; you can become acquainted with the company by reviewing their website.
- Listen carefully. Ask for clarification as needed. Make notes if this is helpful.
- Express your thoughts in a clear and organized manner; avoid jargon or slang.
- Be thoughtful about your tone of voice and how quickly you speak.
- Come prepared with questions.

Telephone interviews are more common. Here are some tips to help you during the telephone interview.

- Be sure you have your resume for reference.
- Know the name of the person you will be talking to, your notes and questions.
- Have a pen and paper or other note-taking system to record notes, new information, phone numbers and names.

Making sense of the interview process at BMO.

Two types of interviews are commonly used when screening candidates for employment: traditional and behavioral. Many interviews may begin with questions from the traditional interview and then move on to ask behavioral focused questions. Traditional interviews tend to be broad-based and generic. You may be asked about previous jobs, personal interests, and your career goals. Behavioral focused interview questions are used to understand and draw on your past work experience as being the best predictor of how in a similar situation you would behave in the future. When answering these types of questions a good answer includes:

1. A description of the **situation** where the behavior took place.
2. An account of the **actions** you took to handle the situation or resolve the problem. Be specific and concise.
3. An explanation of the **results**. Demonstrate to the interviewer that you understand how your actions impacted the results, what the outcomes were and what you learned.
4. Don't ignore failures. An interviewer will want to hear about situations that didn't turn out as hoped. We all have experiences we wish we could "do over." What an interviewer will want to know is how would you do it over?

Spend some time anticipating questions you may encounter and think of ways you might answer them. This way you will feel more confident and prepared.

Good Luck!