

## Employment Interviews

### Before the interview

Your resume got you an interview, now it is time to look as good in person as you do on paper.

Find out about the company and the position if you haven't already – See handout list of "what you need to know about a company." Be prepared to answer questions and ask questions about the company, position, etc.

Consider possible questions you may be asked – "See handout list of most commonly asked interview questions." Have answers to many of these and have an idea of the things you would like covered in the interview. Consider what you want them to know about you when you are working on answers for these questions.

Consider possible questions to ask them. Have a list of a few questions about the company, position, etc. that you can ask given the opportunity. Do not ask about salary in the first interview.

### During the interview

Remember first impressions are very important.

Be 10 – 15 minutes early.

Remember the interview starts before the actual questioning. Watch what you are doing from parking your car to riding up on the elevator to talking to people as you wait.

Talk to the receptionist or secretary. Exchange pleasantries – they may be the "advance team" checking you out.

Dress like the bosses

What to take: 2-3 copies of your resume and references on nice paper, a notepad with your questions, and a blue or black pen in a leather portfolio. A lady may take a small purse and both may take a day planner if it is in good shape.

Answering questions:

60 Second Commercial – to answer the question, "Tell me about yourself." Or "Why should I hire you?" See the handout for constructing a 60 second commercial to sell yourself.

STAR Response – Situation or Task, Action, and Result. Answers the behavioral interviewing questions that ask, "Tell me about a time when....." It may be when you worked on a team, when you faced adversity, when you had to take a leadership role, etc.

Be positive – remember to answer truthfully, but try to put a positive twist on everything. “What are your greatest strengths and weaknesses?”

Cover your own agenda – sure you’ve discussed what you’d like to discuss. Remember what employers are looking for – enthusiasm, judgment, high energy level, communication skills, job skills, grades with activities.

### After the interview

As you leave, ask when they plan to make their decision. If that time passes, you may call and get an update.

Ask for a business card as you leave. Handwrite a thank you note on simple stationary. Address it to the interviewer and put it in the mail that day. Thanks for the interview, outline your strengths and how you be an asset or the perfect fit. Make it personal, all correspondence after that should be typed and in business letter format.

Remember that last impressions are very important also. Conclude with pleasantries.

### Ethics of interviewing

EEOC – Equal Employment Opportunity Commission

BFOQ – Bona Fide Occupational Questions

Take EEO Quiz and discuss what employers may and may not ask in an interview.

See handout for “How to respond to unlawful questions”

# THESE ARE THE KEY TRAITS THAT EMPLOYERS MAY BE LOOKING FOR

Make Note of Those That Fit You

- ☐ Entrepreneurial strengths
- ☐ Experience with an industry-leading firm
- ☐ Resourceful problem-solver
- ☐ Lead by example
- ☐ Intuitive decision-maker
- ☐ An action person
- ☐ Broad-based
- ☐ Formulated policy
- ☐ Ran seminars and conferences
- ☐ Ethics and character of the highest caliber
- ☐ Skillful negotiator
- ☐ Worked closely with top management
- ☐ Practical shirt-sleeve approach
- ☐ Effective in sophisticated environments
- ☐ Work well with people
- ☐ Top management exposure
- ☐ Hard-working achiever/give 100%
- ☐ Made money for the company
- ☐ Ability to get things done
- ☐ Inspire others to better performance
- ☐ Proven record of success
- ☐ Easily win people's confidence
- ☐ Diverse, multi-plant experience
- ☐ Use modern management techniques
- ☐ Make forceful presentations
- ☐ Source of ideas that work
- ☐ Broad administrative skills
- ☐ Reorganized and revitalized
- ☐ Held P&L responsibility
- ☐ Managed a successful operation
- ☐ Unique ability to help others
- ☐ Operations-oriented
- ☐ Willing to try new approaches
- ☐ Having in-depth technical knowledge
- ☐ Have 10 years plus experience
- ☐ On the loyalty of those who worked for me
- ☐ Work well alone or as part of a team
- ☐ Quickly cut through non-essentials to the heart of a problem
- ☐ Analyze situations rapidly
- ☐ Set demanding objectives
- ☐ Initiated sweeping changes
- ☐ Form against tight deadlines
- ☐ Simplify technical matter quickly
- ☐ Simplify complex problems
- ☐ Successfully promote new ideas
- ☐ Establish clear lines of communication
- ☐ Direct meetings skillfully
- ☐ Design new and efficient systems
- ☐ Turned complaints around
- ☐ Effective at dealing with the public
- ☐ Sophisticated
- ☐ Planned fund-raising programs
- ☐ Recruited and trained volunteers
- ☐ Procured major funds and grants
- ☐ Chaired civic or social organizations
- ☐ Know how to structure and organization
- ☐ Use time wisely
- ☐ First hand experience with many cultures
- ☐ Effective moderator and mediator
- ☐ Contributor to educational institutions
- ☐ Effective at organizing labor
- ☐ Focus others' energies toward solutions
- ☐ Bring order out of chaos
- ☐ Build teams who function well in my absence
- ☐ Handle rapid change easily
- ☐ Win cooperation from people at every level
- ☐ Achievements in international operations
- ☐ Know international markets, cultures, etc.
- ☐ Thoroughly familiar with key markets
- ☐ Cut costs without hurting quality
- ☐ Officer and Board member
- ☐ Member of key committees
- ☐ Deliver results, not excuses
- ☐ Set goals/establish controls/follow up and get things done
- ☐ Calm under pressure
- ☐ Bring harmony into situations
- ☐ Have reshaped organizations or departments
- ☐ Effective in short and long range planning
- ☐ Versatile troubleshooter
- ☐ Sense of command
- ☐ Turned around marginal operations
- ☐ Consistently find new alternatives
- ☐ Creative flair for putting on events
- ☐ Strong theoretical grounding
- ☐ Extensive community contacts
- ☐ Overhauled ineffective methods
- ☐ Hands-on experience
- ☐ Well-developed instincts for what will sell
- ☐ Personal contacts for attracting business
- ☐ Opened new plants
- ☐ Started prototype operations
- ☐ Salvaged previously unprofitable operations
- ☐ Made many tough decisions
- ☐ Multi-product and multi-market background
- ☐ Sold off undesirable cash-drain properties
- ☐ Brought projects from concept through implementation
- ☐ Precise thinker
- ☐ Not easily intimidated
- ☐ Pay attention to detail
- ☐ Diplomatic in difficult situations
- ☐ Function well in rapid-growth situations
- ☐ Veteran of difficult times
- ☐ Participated in a breakthrough
- ☐ Succeeded where others failed
- ☐ Directed start-up
- ☐ Turned around poor attitudes
- ☐ Project management experience
- ☐ High energy level/project enthusiasm
- ☐ Made go/no-go decisions
- ☐ Gained support for new programs
- ☐ Keen observer
- ☐ Good listener
- ☐ Sensitive to others' needs
- ☐ Synthesize diverse ideas
- ☐ Formulate practical action plans
- ☐ Astute researcher
- ☐ Able to set priorities logically
- ☐ Seasoned competitor
- ☐ Effective at dealing with the public
- ☐ Able to direct volunteers
- ☐ Effective at planning conferences
- ☐ Coached winning teams
- ☐ Well-versed in government affairs
- ☐ Poised and professional

# AS YOU WRITE YOUR RESUME HERE ARE SOME KEY PHRASES THAT CAN BE POWERFUL

Managed a very successful \_\_\_\_\_.

Earned the \_\_\_\_\_ award at \_\_\_\_\_.

Ranked number \_\_\_\_\_ in sales for \_\_\_\_\_ years.

Planned, managed and supervised events for up to \_\_\_\_\_ people.

Completed assignments to our clients' complete satisfaction.

Proven ability to get team members into action.

Succeeded in only \_\_\_\_\_ months to educate myself in \_\_\_\_\_ areas.

Outstanding record in recruiting, training and motivating employees.

Successfully published \_\_\_\_\_ in (local), (regional) or (national) media.

Designed and implemented a highly successful employee \_\_\_\_\_.

Designed courses to train over \_\_\_\_\_ people.

Proven track record of designing and implementing successful projects.

Strongly self-motivated, enthusiastic and profit-oriented.

Thrive on working with people and helping clients achieve their objectives.

Highly motivated and goal-oriented.

High energy coupled with enthusiasm and dedication to \_\_\_\_\_.

Enthusiastic, creative and willing to assume increased responsibility.

Long-term interest in \_\_\_\_\_.

Unique abilities to help others.

Well-versed in \_\_\_\_\_.

A generator of creative ideas.

An innovative trainer and educator.

A quick learner with ability to adapt to new challenges.

A creative flair for putting on events.

Exceptionally adept at handling complex matters.

Unusual talent for creating solutions which are commercially successful.

A life long exposure to \_\_\_\_\_.

Strong affiliation with \_\_\_\_\_.

Familiar with \_\_\_\_\_ cultures and politics.

Long-term exposure to \_\_\_\_\_ business.

Raised in a family of successful people. Strong work ethic.

Strong credentials in \_\_\_\_\_ and \_\_\_\_\_.

Trained by one of the area's most reputable \_\_\_\_\_.

Licensed \_\_\_\_\_ with \_\_\_\_\_ years of professional experience.

I've had specialized courses in \_\_\_\_\_ and \_\_\_\_\_.

Theoretical grounding in \_\_\_\_\_ and \_\_\_\_\_.

Outstanding communication and presentation skills.

Posess a positive, professional image suitable for any business environment.

Effective at public speaking and media presentations.

Excellent moderator and mediator.

Communicate well with a wide range of personalities.

Excellent communicator; able to draw people out and quickly put them at ease.

Skilled at interpreting complex regulations.

Effective negotiator.

Excellent written and verbal communication skills.

Extensive contacts in the \_\_\_\_\_ field.

Extensive public service in nonprofit organizations.

First hand experience with a wide range of cultures.

Excellent command of both \_\_\_\_\_ and \_\_\_\_\_ languages.

Effective in working with people from \_\_\_\_\_.

Extensive experience in negotiating foreign contracts.

Successfully opened profitable foreign markets.

Able to resolve conflicts in a diplomatic manner.

Skilled at developing rapport with all types of people.

Ability to bring harmony among diverse groups.

Skilled in resolving conflicts where other people failed.

Diplomatic and tactful with both professionals and non professionals.

Skilled in handling public matters with professionalism.

Effectively interfaced with management at all levels.

Effective decision-maker. A seasoned professional.

Well-organized and resourceful.

Extremely dependable in completing projects.

Can be counted on to get the job done.

Effective independently or as a member of the team.

Excellent organization, communication and writing skills.

Ability to organize many documents into a coherent presentation.

Effective problem solver.

- ☐ Outstanding ability to assess clients' needs.
- ☐ Talent for improving systems. Able to accurately establish priorities.
- ☐ Able to pinpoint problems and initiate creative solutions.
- ☐ Proven ability to gain customers' confidence.
- ☐ Experienced in developing long-term customer relations.
- ☐ Have inspired the trust of people at all levels.
- ☐ Excellent professional reputation among \_\_\_\_\_.
- ☐ Excellent references from \_\_\_\_\_.
- ☐ Enjoy an industry-wide reputation for \_\_\_\_\_.
- ☐ High level of professionalism.
- ☐ Project a highly competent and professional image.
- ☐ Poised and competent as a professional representative.
- ☐ Personable, articulate and professional in both appearance and manners.
- ☐ Extremely sociable, able to put clients at ease.
- ☐ Special talent for coordinating colors and visual effects.
- ☐ Effective in developing programs which reach goals.
- ☐ Special talent for inspiring creative excellence.
- ☐ A finely tuned sense of \_\_\_\_\_ and its uses.
- ☐ Well-versed in \_\_\_\_\_ laws and regulations.
- ☐ Familiar with the scope and quality of \_\_\_\_\_ programming.
- ☐ Effective in persuading others through enthusiasm for good ideas and products.
- ☐ Able to maintain a sense of humor. Remain calm under demanding conditions.
- ☐ Able to handle a multitude of details and meet close deadlines under pressure.
- ☐ Versatile troubleshooter who can turn around poor performing \_\_\_\_\_.
- ☐ Take pride in achieving the best possible results. Dedicated professional.
- ☐ Thrive in organizing complex projects.
- ☐ Thrive on a dynamic and challenging environment.
- ☐ A self-starter, highly ambitious and goal-directed.
- ☐ Resourceful and committed-can always be counted on to get the job done.
- ☐ Consumer-oriented professional who can market high-quality products.
- ☐ Effective in high-pressure situations. Well-versed in the use of \_\_\_\_\_.
- ☐ Effectively streamlined \_\_\_\_\_ and reduced \_\_\_\_\_ by (S, %) \_\_\_\_\_.
- ☐ Able to meet and exceed corporate goals.
- ☐ Headed new products development teams.
- ☐ Well-versed in establishing distribution networks (nationally) (internationally).
- ☐ Appointed \_\_\_\_\_ of \_\_\_\_\_ committee.
- ☐ Experienced with highly respected industry-leading firms.
- ☐ Experiences in a fast-moving growth company. Have led by example.
- ☐ Skilled at running seminars and conferences.
- ☐ Ethics and character of the highest caliber.
- ☐ A skillful negotiator in \_\_\_\_\_ situations.
- ☐ Have worked closely with top management.
- ☐ Have enjoyed success with practical approaches to \_\_\_\_\_ situations.
- ☐ Have been able to inspire others to maximum performance.
- ☐ Can cut through nonessentials to the heart of problems.
- ☐ Initiated sweeping changes. Performed against tight deadlines.
- ☐ Thoroughly familiar with the \_\_\_\_\_ market.
- ☐ Have turned around marginal operations in the field.
- ☐ Have well-developed instincts for what will sell.
- ☐ Salvaged a previously unprofitable operation in the \_\_\_\_\_ industry.
- ☐ Particularly skilled at directing large meetings.
- ☐ Have been consistently able to turn complaints into manageable situations.
- ☐ Have coached winning teams.
- ☐ Have planned and managed fund-raising programs.
- ☐ Have recruited and trained committed volunteers.
- ☐ Have been able to bring order out of chaos.
- ☐ Have substantial project management experience.

### I. EDUCATION

1. Why did you select your major area of study?
2. Why did you select your college/university?
3. If you were starting college again, what would you do differently? Why?
4. What subjects were most interesting? What were most useful? Why?
5. What subjects were least interesting? What were least useful? Why?
6. What classes/subjects did you do well in? Why?
7. What classes/subjects were difficult for you? Why?
8. Other than the things you learned in the courses you studied, what is the most important thing you learned from your college experience?
9. What did you learn from your extracurricular activities?
10. What would be your advice to a student entering college regarding participation in extracurricular activities?
11. What elective coursework did you take? Why did you select these courses?
12. What does it mean to you to have a college degree?
13. How did you finance your college education?

### II. EXPERIENCE

14. Describe each of your work experiences.
15. What do you see as your strengths as an employee?
16. You say that a strength you have is                     . Give me some indication, perhaps an example, that illustrates this strength.
17. Describe the employee with whom you most enjoy working.
18. Describe the employee with whom you least like working.
19. What is an ideal boss like?
20. What traits in a boss do you least like?
21. What were the best aspects of your last job?
22. What were the worst aspects of your last job?
23. What were some of your achievements in your last job?
24. What were some of the disappointments in your last job?
25. Do you see yourself as a leader/manager of people? Explain your answer.
26. What kind of work situations would you like to avoid? Why?
27. What skills are needed to be successful as a                     ?
28. What are some of the pressures you've encountered in your work experience?
29. How have you worked to manage these work-related pressures?
30. In considering potential employers, what are the most important characteristics? What is the most important?
31. What frustrations have you encountered in your work experience? How have you handled these frustrations?
32. What aspects of your last job were difficult for you?
33. Sometimes a work assignment requires frequent travel. How do you react to the prospect of frequent travel?
34. How would you evaluate the progress you made in your last job?
35. Do you think the progress you made in your last job is representative of your ability? Why? Why not?
36. How can a boss help an employee develop his or her capabilities?
37. What areas has your boss suggested you improve? What did you do to improve?
38. Most employees and bosses have some disagreements. What are some things about which you and your boss have disagreed?
39. What do you think is the best way to handle disagreements? What are some things you can do to be a good leader?

### III. POSITION AND COMPANY

40. Why did you select this company?
41. Why did you decide to apply for this particular position?
42. How do you see yourself being qualified for this position?
43. What about this position is especially attractive to you?
44. What do you see in the position that is not attractive to you?
45. Why should I hire you?
46. What do you know about our company?
47. Are you willing to relocate?

### IV. SELF-EVALUATION

48. Tell me a little bit about yourself. Describe yourself.
49. If you could relive your life, what might you do differently?
50. What do you see as your strengths? good qualities? talents? How do you know that you possess these? Give examples of each.
51. What do you see as your weak points? areas for improvement? things you have difficulty doing? What have you done to deal with these?
52. In what areas of work do you lack confidence? Explain. What are you doing about these?
53. In what areas of work are you most confident?
54. Describe a specific work problem you had. Tell what you did to solve this problem.
55. What traits or skills are most important to being successful? Why? Evaluate yourself in relation to these traits or skills.
56. What do you consider to be your greatest work achievement? Why?
57. What does it mean to you to be a self-starter? Do you see yourself as a self-starter? Explain.
58. What factors in a work situation provide motivation for you?

### V. GOALS

59. Where do you see yourself being in your profession in five years? In ten years? How did you establish these goals? What will you need to do to achieve these goals?
60. What are your salary expectations for this position? Starting salary? Salary in five years?
61. Elaborate on the career objective you presented in your resume.
62. What has influenced you most to select your particular career goal?

### VI. MILITARY SERVICE

63. What kind of specific responsibilities did you have in the service?
64. What traits make a successful leader in the (name branch of service)?
65. What did you learn about work from your tour of duty?
66. What traits are needed to be a successful military person?
67. What traits detract from success as a military person?

# Putting your 60 second commercial together

The implicit question "tell me about yourself" exists in many situations besides the job interview. Developing a "sound-bite" of about one minute in length will enable you to be articulate and enthusiastic about yourself.

1. Background - education and/or how you began in the world of work
2. Skills, Strengths, and Accomplishments
3. Job Focus and future career plans

# Thank You Notes and Follow-Up

**THE THANK YOU NOTE** is written to the employer immediately following the interview. The note amplifies the match between you and the job. A courteous and enthusiastic note leaves a lasting positive impression. The job search does not end with the interview. It is essential to follow up and stay in touch with an employer until a hiring decision is made. New job openings occur every day.

① Be sure to spell all names correctly.

② Letters go to all interviewers and the hiring authority.

③ Be courteous.

④ Emphasize specific knowledge, skills and experience.

⑤ Express interest in the job.

⑥ Use 12-point easily readable type.

⑦ Include a closing.

⑧ Susan Peters  
1920 Mountain Road  
Dayton, Ohio 34968  
(999) 555-1515  
⑨ March 26, 2002

Ms. Jane Willis ①  
Project Director  
Carlson Industries  
124 9th Avenue  
Dayton, Ohio

Dear Ms. Willis: ②

③  
Thank you for your time and attention during our meeting yesterday to discuss the position of marketing director. I enjoyed hearing about Carlson Industries' new computer-aided design program. *Homesite* will fill an important niche in the market for home builders.

④  
My background in construction and design makes me very knowledgeable about your product. During my years as a builder, I relied heavily on CAD programs and developed the ability to determine which features make truly effective programs. *Homesite* has those features. ⑤

In my former position with Tyson Company, I directed the marketing campaign for a number of their software programs, which were primarily directed to individual consumers. I thoroughly enjoy the process of getting a product into the marketplace and seeing it become a commercial success. I would very much like to assist Carlson Industries in making *Homesite* the success that I know it will be. ⑥

⑦  
I look forward to hearing from you next week. ⑧

⑨ Sincerely,

Susan Peters ⑩

① Include your name, address and phone number on all correspondence.

② Put in the mail the next business day after the interview.

③ Show a match between you and the job.

④ Close on a positive note.

⑤ Reiterate time-frame.

⑥ Sign first and last name.

**Additional Information:** If during the interview the employer requests additional information from you, or you feel supporting documents will be helpful, include these documents in your Thank You note. Add a paragraph to the note like: *Enclosed you will find a copy of my high school diploma as you requested. On the interview you asked about my training with the Smith Lathe. I have enclosed a copy of the certificate that I received from the ABC Technical School course that I took last year. If you desire further information or documentation, please let me know.*

## Helpful Hints

Keep the thank you note focused and brief - 1/2 to one page. Mail the note the next business day after the interview. Do not e-mail the note unless you are asked to use this medium. Write the note on paper that matches your resume. Mail in a matching envelope. Maintain a consistent style and tone in all written correspondence. Use a typewriter or word processor. If you hand write the note, print neatly.

- Proofread the note carefully, and then have someone else proofread it.
- Obtain business cards from everyone with whom you interview, including the secretary and/or administrative assistant. Having these people's names makes follow-up contacts easier and more business-like.
- During follow-up, be sure to have access to a telephone and working answering machine or answering service. Employers cannot hire you if they cannot reach you.

# 42 Follow-Up - Keep In Contact

An employer knows you only by *what you show them about yourself*. Follow-up steps offer opportunities to show them your best side. Remember to stay in contact until a hiring decision has been made. Polite persistence pays off. Follow-up steps enable you to:

- Create a lasting positive impression.
- Target yourself directly to the job, by identifying your specific skills or background experience that are applicable to this job.
- Show that you are well-organized and can follow through.
- Show that you have good written and oral communication skills.
- Let the employer know that you are interested in the job.
- Reemphasize or correct a point that was made during the interview.
- Stand out among many applicants.

## Preparing for Follow-Up: Information You Will Need

*Listen carefully during the interview. Immediately after the job interview complete both JobShop Forms, *Evaluating the Company* and *Post-Interview Worksheet*. Do not rely upon your memory so be sure to include the following information:*

- 1) The name, title and address of the person(s) who interviewed you. Get their business card if possible.
- 2) Specific skills or background experience that you have that will match the job.
- 3) The employer's time-frame for making a hiring decision.
- 4) The personal qualities that the employer is looking for in an employee.

This information will determine the content and tone of your follow-up.

If the person with whom you interviewed is not the hiring authority, get the hiring authority's name. Write a letter to both the interviewer and the hiring authority. Express your interest and close the letter to the hiring authority with, *I look forward to meeting with you.*

## Phone Calls

If you do not receive a response to your thank you note in the time-frame discussed in the interview, call the interviewer or hiring authority. Use the call to express your continued interest in the job and to inquire if a hiring decision has been made. If a decision has not been made, follow up in another week with a second phone call or letter. It is important to stay in touch, as new job openings occur every day. Remember to inquire as to convenient times for the employer to receive your call(s).

## What If I Don't Want This Job?

If, after the interview, you have decided, for whatever reason that the job is not for you, you should immediately remove yourself from consideration. Write a brief note to the hiring authority, stating that you would like to remove your name from consideration. You may indicate the reason(s) why, provided that the reason is not negative. An example response may be, "I am looking for a position that better matches my current interests. Thank you for considering me." In the future, you may reapply or need this person as a contact in the industry.

## Using The Thank You Note And Follow-Up Steps In Your Job Search

- Step 1: Listen carefully in the interview. Review *Preparing for Follow-Up* above.
- Step 2: Decide whether you want this job. If not, send a note requesting that your name be removed from consideration. If you do want the job, proceed with the next steps.
- Step 3: Write a thank you note to express interest in the job, to show a match between your skills and experience and the requirements of the job and to express appreciation to the employer for their consideration.
- Step 4: If a response is not received in the time-frame discussed in the interview, make a phone call. See *Phone Calls* above.
- Step 5: Each week, send another note or make a phone call until you know that a hiring decision has been made.

Additional steps may include: a second interview, accepting a job offer, signing an employment contract.

## Stay In Contact And Leave A Lasting Positive Impression



## Resume Review Form

When you have completed the final draft of your resume, check it carefully against each item of the checklist below. Rewrite it if you feel it does not meet any of the requirements. It is important that your resume be as perfect as possible if it is to do the job it was designed to do---get you interviews.

### APPEARANCE

- ☐ Clean typing
- ☐ Sharp Reproduction
- ☐ Liberal spacing in margins and between paragraphs
- ☐ Headings capitalized
- ☐ Important points underlined
- ☐ Good quality bond paper

### CONTENT (Make sure each item is covered.)

#### Identification

- ☐ Name
- ☐ Address
- ☐ Telephone number

#### Writing

- ☐ Clear, concise style
- ☐ Correct spelling and punctuation
- ☐ Correct grammar
- ☐ Use of power verbs to describe duties and accomplishments

#### Objective

- ☐ Title of position
- ☐ Specific goal

#### Education

- ☐ Name of School
- ☐ Dates of attendance
- ☐ Diplomas, certificates, or degrees
- ☐ Special honors or citations

#### Experience

- ☐ Dates of employment
- ☐ Company name
- ☐ Address
- ☐ Function of company (product or service)
- ☐ Your job title
- ☐ Description of your duties
- ☐ Special accomplishments or promotions

#### Miscellaneous

- ☐ Organizations
- ☐ Professional affiliations
- ☐ Availability for travel or relocation
- ☐ References (optional)

THE HISTORY OF THE

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