



TEN TIPS is a new series from the APA Transportation Planning Division's Emerging Professionals Group. Each installment of the series includes tips from experienced transportation planning professionals aimed at helping students and new planners navigate the industry.

Getting an Interview

1. **Deserve to land the interview** - in other words, think about why they should call you for the interview and present that case to them clearly. Understand the position's needs and show them those are your strengths. *Madhu Narayanasamy, AICP, Project Manager, CDM Smith*
2. First, **don't confuse an informational interview with a job interview**. Second, find ways to connect with experienced planners before a job is posted (like local APA events). If they know you in advance, your resume will mean more to them. *David Fields, AICP, Principal, Nelson\Nygaard Consulting Associates*
3. **Be persistent, be available**. *Chris Comeau, AICP CTP, Transportation Planner, Bellingham Public Works Engineering*
4. In your written application, **clearly explain how your experience matches the job specifications** (using examples) and express why you are interested in the specific job. Have someone review it for typos. *Lindsey Morse, AICP, Research Associate, Railway and Transport Strategy Centre, Imperial College London*
5. **Figure out the value you can provide to solve the needs of the organization** and highlight it. Be prepared to answer questions about why they should interview you by providing specific ideas. *Cynthia Hoyle, FAICP, Alta Planning + Design*
6. **Tailor your resume and cover letter to suit the job you're going after**. If there are specific skills or projects you'll need to know in that job, be sure to note any direct experience you have with the things the employer is looking for. *Shelby Powell, AICP, Deputy Director, NC Capital Area MPO*
7. Reach out. **Many managers will take time with you for an informational interview**. *Dharm Guruswamy, AICP CTP, Corrective Action Plans Program Manager, FTA WMATA Safety Oversight, Federal Transit Administration*
8. **Be engaged and network to find someone with a contact**. Start by asking for an informational interview. LinkedIn is a good source, if used properly. *Marsha Anderson Bomar, AICP, Senior Principal, Stantec*
9. **While I know it is time consuming, research every prospect**. Tailor your resume to the job description and what you learned. *Dan Haake, AICP, Freight/Rail Planner VI, CDM Smith*
10. I believe it's helpful to **have an inside connection** (through your network) - they may not be in a position to hire, but may serve as a conduit for pursuit and follow up with the appropriate parties. *Randall Rook, AICP, Rail and Transit Planner/Engineer, AECOM*