GOAL: Effectively and successfully prepare and communicate why YOU are the BEST candidate.

- Interviewing is a skill that can be practiced and improved.
- Schedule a mock interview with Career Services to improve your interviewing skill.s

Interview Preparation

Research the organization/company

- Mission, values, & culture
- Services/products & customers served
- Work location, development opportunities, & benefits

Hygiene

- Bathe and groom hair, skin, teeth, and fingernails
- Wear conservative, clean, and wrinkle-free garments
- Conceal tattoos (if possible) with clothing and remove visible piercings
- Limit usage of perfume/ cologne

What to bring

- Extra copies of your resume, cover letter, professional references, and other job related documents
- Padfolio with pen and paper
- List of questions for the employer

Wardrobe

- Formal business attire appropriate for the profession/field you are applying
- Research to ensure your attire corresponds with the type of job you are seeking
Tell me about yourself...

“Tell me about yourself” is one of the first and most frequently asked questions.

To answer, use the Present + Past + Future formula:

- Start with the PRESENT: “As you can see from my resume I am a _____ major graduating in ____. I chose ___ as my major because ______.
- Transition to the PAST: provide a brief summary of relevant class projects, advanced areas of study, work or volunteer experiences and the skills you gained from them. Cite a specific example DEMONSTRATING how your experiences relate to the job you seek
- Finish with the FUTURE: state why you are really excited about the job

Example:

“As you can see from my resume, I am a Marketing Management major graduating in May. I chose marketing as my major because I have always been interested in how to create effective communication based on the audience you want to reach, by selecting the best medium to deliver a carefully crafted, attention-getting message that calls for a desired action. For example, my Internet Marketing group project challenged us to boost student attendance to Women’s Soccer games by 10%. We created a Twitter campaign featuring a series of short ‘teaser tweets’ targeting students living in residence halls. We exceeded our original goal by 20%, and attendance continued to climb! The opportunity to apply my communication skills to meet or exceed the standards for a Customer Care Specialist matched my interests and strengths.”