

Prepare

- Know your strengths. Be prepared to discuss how the company would benefit from your talents.
- Assess why the position is important to you.
- Always describe your accomplishments - never simply describe your job responsibilities.
- Be confident; never be arrogant.
- Learn about the company and their business before the interview. You will be expected to ask questions.
- Take this opportunity to demonstrate that you took the initiative to learn about the company's business.
- Plan to arrive at the interview early; plan to leave the interview late.

Answering Questions

- Listen to questions and frame answers carefully.
- Ask for clarification if you don't understand.
- Use stories and examples to demonstrate critical skills and other important accomplishments.
- Describe a situation that supports your statement or demonstrates a trait.
- Include concrete quantifiable data when possible.

Show Enthusiasm - Exude Energy

- Make your statement— "I am a leader."
- Display the qualities you are selling. Show impact / say why it's important now.
- Make your resume come alive - display excellent oral skills and a good personality.
- Always be positive - never criticize your previous company or boss.
- Never give up or get discouraged.

Closing The Sale

As the interview closes, don't simply leave the room. Use this brief time to your advantage.

- Tell them why you're right for the job.
- Review your strengths.
- Revisit your theme.
- Ask for the job.

After The Interview

- Write a brief summary of what happened.
- Note any follow-up action you need to take.
- Prepare a well-written, concise thank you letter.
- Restate your skills and qualifications.
- Emphasize your interest in the job.
- Sign and send letter immediately.