

Preparing for Internship (and Other) Interviews

JobAssist Meeting – 1/12/09

Before Meeting Employer

- Email address
 - Nothing childish
 - For example, JohnDoe@Gmail.com
- Facebook/MySpace
 - Scrub for anything embarrassing that you may not want employers to see
- Research employer
 - Know who the bosses are
 - If you can find out who will be interviewing you, find out everything you can about that person (hobbies, where they live, etc.)
- Resume
 - KISS (**K**ee**P** **I**t **S**imple **S**illy): Include everything about you in a page, nothing more. They don't have all day to read about you.
- Presentation
 - Make sure that it stands out. Other people may have more credentials than you, but if they see a unique resume it may catch their fancy.
 - Include interests and skills--they may see something that they like about you and hire based on that alone.

The Interview

- Dress presentably

- Research the employer's dress code and dress along those lines. It can't kill to dress better! It's all about presentation. As of right now, they are judging you by how you look.
- Bring an extra copy of your resume
 - They might not have printed from the internet.
 - Bring a creaseless copy of your resume on watermarked paper (such as Kinko's or Staples)
- Be able to answer basic questions
 - They realize that you aren't a professional. They still have basic expectations, however.
 - Why do you want to work for Company XYZ?
 - What sparked your interest in XYZ?
 - Who is the President/CEO of XYZ?
 - Anything that you write on your resume is fair game, so don't exaggerate.

After the Interview

- Write a thank you letter
 - Immediately after leaving the interview, compose a thank you letter for the interview. (Employers see this and are often impressed.)
- Stay in contact with employer--don't be too persistent but persistent enough.