

## Preparing for an interview

1. Research the position and company
2. List your skills that are most relevant to the role
  - i) Review your resume or curriculum vitae; write down any skills or experiences that are related to the position and company
3. Prepare your own questions
  - i) Make sure you do not ask anything that has been asked during the interview
  - ii) Make sure you always ask one or two questions
4. Get up extra early to ensure you can fully prepare and arrive at least 15 minutes before the scheduled interview time
5. Plan out the day in advance
  - i) Bring a few copies of your resume, a pen and paper to take notes, and any questions you prepared
6. Be yourself during your interview
  - i) Smile and give a firm handshake
  - ii) Ask a short icebreaker question when you first arrive
  - iii) Remember that you are talking to a professional and be mindful of your vocabulary and stay on point during the interview
7. Answer opening interview questions concisely
8. Use examples from past experiences
9. Answer interview questions confidently
10. Thank interviewers in a formal follow-up email