

Interview Tips

1. **Be Prepared.** You can prepare yourself for the interview by selecting appropriate interview attire beforehand, researching the company/organization, and preparing a list of questions you have for the interviewer. Find out what you can about the position or company in advance and show your knowledge during the interview. Doing this research shows the interviewer that you're smart and eager to learn. It also lets you learn what inspires you about the company so you can share your enthusiasm with the interviewer

Bring a copy of your resume with you to the interview in case the interviewer does not have one on hand. Last but not least, practice answering sample interview questions to prepare yourself and gain confidence before the interview.

2. **Dress the Part.** Even if the job you're applying for involves wearing a uniform or working behind the scenes, the way you dress for an interview tells your potential employer that you take the job seriously. If you're a guy, wear a nice pair of pants and a shirt (a tie usually isn't necessary for a summer job, although it doesn't hurt to wear one!). Sneakers, sandals, shorts, t-shirts, sweatshirts, and jeans don't make good interview attire. The same goes for girls — wear something simple and avoid short skirts or skimpy tops.
3. **Make a Good First Impression.** It is your job to create a good first impression by being prompt, being yourself, attending to your nonverbal behavior such as firm handshake and maintaining eye contact throughout the interview, and by taking the first few minutes to develop rapport with your interviewer. You will want to appear poised, yet comfortable and relaxed during the interview. A good first impression will set the stage for a successful interview.
4. **Emphasize Your Skills and Accomplishments.** Focus on your skills and accomplishments, including: high school/college coursework, volunteer and co-curricular activities, and your computer and language skills. Previous internships and/or work experiences are important as well as describing your

transferable skills: communication, interpersonal, organization, strong analytical and problem solving, etc.

5. **Answer and Ask Questions.** You may be asked during the interview to give a list of your strengths and weaknesses. Remember in these types of questions to focus on the positive. When referring to weaknesses, recognize those things you feel you need to work on and quickly shift to actions you have taken to improve in this area.

Don't be afraid to ask questions. Questions don't make you look stupid. Asking good questions shows the interviewer you're thoughtful and that you're not afraid to interact with other people — a particularly good interview strategy if the position involves dealing with people, such as sales. If you can, practice being interviewed by an adult in business. When the real time comes, you'll be more prepared and comfortable.

Sample Questions to Ask the Interviewer:

- How would you describe the responsibilities of the position?
- How would you describe a typical week/day in this position?
- What can I tell you about my qualifications?
- When can I expect to hear from you?
- Are there any other questions I can answer for you?

Interview Questions NOT to Ask:

- What does this company do? (Do your research ahead of time!)
- Did I get the job? (Don't be impatient. They'll let you know.)

6. **Follow up.** Send the interviewer a brief email or letter thanking him or her for spending time with you. Say how interested you are in the position. Your future employer will be impressed by your determination.

These tips are excerpted from: [Top 10 Internship Interviewing Tips by Penny Loretto, About.com Guide](#) and [5 Ways to Ace a Job Interview at TeensHealth](#).