

Interviewing Skills



Handshake: Shake hands with your interviewer at the beginning and end of the interview. Shake with your RIGHT hand—should be firm and confident.



Dress for success: Proper interview attire is **IMPORTANT**. Rule of thumb: dress at least as well as the manager. Wear appropriate attire, and make sure you are well-groomed.



Have a resume: A resume lists your education, work experience, and other skills you have that make you qualified for the job. Look on-line for sample resumes and create your own!



During the interview: Maintain eye-contact, sit up straight, speak clearly/enunciate, and smile.



Follow-up email/note: After the interview, send an email or handwritten note to your interviewers thanking them for their time. Make reference to something you discussed in the interview for a more personal touch.