



Interview Preparation

1. Know why you're interested in the job/company.
2. Assess your strengths and weaknesses. Sell yourself!
3. Assess your major accomplishments.
4. Be prepared to discuss your job responsibilities.
5. Evaluate your skills and experience as they relate to the position requirements.
6. Prepare your questions about the position
7. Research the company - know what you are walking into. Know why you want to work there.
8. Make sure you are ready to make a professional presentation - both in appearance and in verbiage.
9. Write a good resume that accurately reflects your education and work experience. It should be neat and should not have typing or spelling errors. Have a friend or mentor read it over.
10. Compose a thank-you letter that you can send immediately after your interviews. Thank the interviewer for the opportunity and ask for the job.

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