

## Mastering the Job Interview - Action Plan

### Part 1: Before the Interview

#### Do your research.

Choose a company, organization, or institution for which you would like to work. Use the Internet to find basic information about the company. You can use the company's website, LinkedIn, and possibly news articles from places like the Wall Street Journal, New York Times, and Bloomberg Business News. You could also try searching sites like monster.com and indeed.com to see if the company has job descriptions posted that may provide information regarding its culture, vision, or mission.

Which company/organization/institution did you research?

Where did you find the information? Use and check at least two of the following sources.

- Career center at your school
- Company's website
- LinkedIn
- Other website(s)
- Alumni who currently work for the company
- The company itself
- Magazines, periodicals, other publications
- Public library
- Other:

What did you learn? Briefly summarize the information that you learned as a result of doing the research.

**Know your strengths**

Make a list of your strengths. Use the following list to help you get started. Try to come up with at least 2 original strengths that are not on this list. Write down your strengths below this list.

- ability to prioritize
- well-organized
- communication skills
- patient
- quick learner
- interpersonal skills
- team player
- self-motivated
- enjoy learning new things
- able to multitask
- confident
- able to learn from mistakes

My strengths are:

**Prepare for common questions.**

Write out answers to these common interview questions.

Are you a team player?

Have you ever had a conflict with a boss, colleague, or professor? How was it resolved?

What is your greatest weakness?

Do an Internet search for common interview questions and sample answers. Find examples of good answers to these questions. You could also visit your school’s career center and ask them to review your answers or ask a family member or friend who has experience interviewing.

If you believe that you can improve one or more of your answers based on the information you find, rewrite your answers.

Rewrite your answers here:

**Practice!**

Do an Internet search for how to answer common interview questions. Using those questions, ask a friend or family member to interview you. If you can, record the interview and critique yourself. You could also visit your school's career center and ask if they do mock interviews.

**Part 2: After the Interview**

It is common to write a thank you letter. Plan to send the letter as soon as possible after the interview. Thank you letters can be handwritten, typed, or sent via email. In the letter you should:

- say thank you for opportunity the interview with the company
- express your interest in the job/enthusiasm for the company
- restate your qualifications and skills
- include a final thank you
- keep it short and simple
- proof your letter (use spell check, read it several times, ask someone else to proof it)

**Practice!**

Pretend that you had an interview with the company that you researched and write a thank you letter. Before you start, do an Internet search for sample job interview thank you letters or emails and read some samples. Ask a family member or friend to critique your letter. You could also take your letter to your school's career center and ask them to critique it.

Write your letter here and be sure to proof it several times:

