

## Before: Prepare and Research

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**Practice** your answers to potential interview questions with Career and Professional Development staff, Faculty, Supervisors, and other members of your professional network.

- Tip! Utilize **STANDOUT** to record and send your practice interview

**Research** the company and the interviewers.

- Use Firsthand/Vault or other company/industry research tools
- Look at their website
- Find and follow them on LinkedIn
- Know their mission, vision, and values
- Browse their Professional/Company social media accounts
- Search for recent press appearances or new articles

**(Re) Review** the job description to familiarize yourself with the role and expectations

**Develop** questions to ask the interviewers ahead of time (see additional interview handout)

**Plan** your outfit, pack your bag, know the parking situation etc. the night before

**Save** your resume to your desktop so it is easily accessible for a virtual interview or bring multiple printed copies to an in-person interview

**Prepare** your background space for virtual interviews and clean up your computer desktop in case you need to screen share

## Before: Plan Your Attire

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Know your audience! Every industry and organization is different. It is important to dress based on the industry's standards and expectations.

If you are unsure, we recommend following these basic guidelines (Even for virtual interview):

- Business professional attire
- Neatly styled hair
- Subtle fragrances only
- Clean nails
- Subtle jewelry (Avoid large, noisy jewelry)
- Professional but comfortable shoes

### After: Follow-Up

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**Always send a follow up “Thank you” email within 24-48 hours of your interview!**

- Send to everyone on the interview if there was more than one company representative (Customize each one!)
- State your appreciation
- Include details about what you talked about in the interview
- Explain what you like most about the position
- If you have any other questions, you can ask them in this email
- Keep it short and to the point. No more than 2 paragraphs.
- Be enthusiastic and confident! If you have an updated resume, feel free to attach it to this email.

**Additional follow-up activities (optional):**

- Send LinkedIn connection requests with customized ‘thank you’ or ‘nice to meet you’ messages on the request
- Send physical thank you notes

### Sample “Thank You” Message

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(Subject Line: Interview Follow-Up/Thank you – Marketing Internship role)

Hello Mr. Chapman,

Thank you for taking the time to discuss the marketing summer internship. It was great learning about the responsibilities of the role and how it contributes to the overall success of the company. I especially loved hearing about the upcoming collaboration you all have with the Anaheim Angels!

The values of ABC Marketing, including transparency and innovation, truly align with my own as I strive to develop creative ways to reach a broader audience. In addition, I believe that my previous experiences with Chapman's PR team and as the Social Media Chair for my fraternity have prepared me for this role.

Thank you again for meeting with me, and I look forward to hearing back from you soon!

Best,

Pete the Panther

