Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am currently \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(what are you doing now i.e. grade in school, current job, etc.)

and my goal is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(what is your goal AS RELATED TO THIS JOB/AWARD?)

Over the past few years, I have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(give examples of your RELATED work/volunteer experience)

with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(company/organization) (position/role)

Through these experiences, I have developed a better understanding of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(subject)

as well as learned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(skills/knowledge)

that I hope to use in the future.

**An interview is a conversation between you and someone who is getting information from you**

### How to Prepare

* Know your topic
* Know your audience
* Have 2-3 points of pride to highlight
* Plan to ask questions at the end or have a final statement
* Practice, practice, practice
* Day of:
  + Be on time; plan to arrive 10 minutes early
  + Do a power pose

### First Impressions

It only takes three seconds to form an opinion

* Your appearance
* Your body language
* Your demeanor

### During the Interview

* Speak to each interviewer
* Think about the question before answering
* Ask for clarification if you don’t understand a question
* Thoroughly answer questions, but get to the point
* Answer questions honestly but positively
* Keep your composure
* Make a connection with the interviewer

### At the End of the Interview

Before You Leave

* Thank them for the interview
* Shake hands with each interviewer again

After You Leave

* Consider sending the interviewer a thank you note if appropriate

### Tips for Virtual Interviews

* Keep camera still
* Video focused on your face
* Check your background
* Have a fidget item