

## 面试课前准备

为了保证更加有效地利用和老师沟通的时间，我们建议你在上课之前了解这几道最基本的面试题，并根据提示构思和草拟你的答案，课上老师会和你一起探讨修改。

1)提前练习几个小问题：

- Tell me about yourself
- Walk me through your resume
- Tell me about a situation where you encountered difficulties (failed) and how you overcame it
- Tell me about a situation where you worked in a group setting.
- Your strengths and weaknesses

2) 对比提示，完善你的答案

– Answer key –

At the beginning of the interview, please thank the interviewer for his or her time to meet with you and say that you appreciate the interview opportunity.

Have consistent eye contact and firm handshake to leave positive impression.

If you are offered water, please say thank you and take it (unless you already have water).

Practice handshake if necessary.

At the end of the interview, thank the interviewer again and say that you really enjoyed speaking to him/her and you are looking forward to working with them.

Send follow up thank you letter within 12 hours (sooner the better) and send a simple request such as meeting more members of the team (which is really asking for the next round or return offer)

## **Tell me about yourself**

topics you may include:

- 1) family background, especially if it's relevant to the role you are applying for
- 2) How you are brought up and why you decided to study in the US
- 3) Why you are interested in this position and highlight the relevant internship experiences you had/course works you took
- 4) Talk about your plan a little bit (to show that you are committed and find this job valuable)

The key is to

- 1) make yourself personable to the interviewer
- 2) show your strong interest and dedication.

## **Walk me through your resume**

Follow chronological order BUT highlight the important parts and don't talk too much about the things already on your resume especially in the beginning.

Remember that your interviewers have limited attention span. Most of them will not remember everything (most things) you said so please use the first 15 seconds wisely.

Highlight your accomplishments but DO NOT BRAG about any award you received or any projects you've done because everyone interviewing you has gone through the same. They will not be impressed. The key is to show interest and be humble!

### **A Bad example:**

"I conducted complex xyz analysis and produced important client meeting material or research reports. They know that interns are not given important roles."

→ avoid using adjectives to describe your projects. Use strong verbs instead because actions always speak louder!

**A Good example:**

Be humble and say

"I had the privilege to work with this amazing team on these interesting projects and got to apply xyz analysis i learned in classes on real world projects. I enjoyed it so much and want to get more exposure or work full time."

→ shows that you are pleasant to work with.

**Tell me about a situation where you encountered difficulties (failed) and how you overcame it.**

Give an example of a school project or internship project you did in the past. The difficulty could be from time constraints, conflict of interest, different view etc.

It is okay to admit a failure because everyone makes mistakes. The key is to show that you have analyzed the causes of the failure and came up with solutions to fix them.

Offer detailed solutions you used to fix the problem or to prevent further loss. You can also talk about how you repaired relationships with certain people. You can also say how the experience taught you to analyze situations in multiple perspectives and/or learned how to prioritize your time and efforts.

**Tell me about a situation where you worked in a group setting.**

You can give an example of a school group project you did.

You can demonstrate your role as the leader in the project or the negotiator/mediator in the group. Both are important functions.

Do not say you solved the problems by taking all the responsibilities others neglected to do. You must tell a story about how you encouraged others to participate in the project to show your leadership skills.

Do not tell a story about how you convinced others to agree with you. It will make you sound forceful and hard to work with. You have to talk about a solution you came up with to include everyone's input and how you reached the decisions together.

You can also speak about how you allocated tasks based on everyone's expertise and schedule to demonstrate your ability to be an efficient leader.

Another good example is to talk about how you encouraged and helped teammates who lacked knowledge in the group to help them up to speed or built confidence.

### **Your strengths and weaknesses**

The key is to sound very honest even when you are speaking about your weakness. They have to be real weaknesses that you possess but can't be too serious. You can also say how you are working towards improving your weaknesses.

You may be asked up to 3 weaknesses!

When discussing weaknesses, do not mention serious matters and weaknesses that sound too fake such as you are a perfectionist

**Bad examples:** lazy, not punctual, easily lost, have health issues (too serious)

有任何问题，请联系你的课程顾问哦！