

Mastering the Art of Interviewing

Important Interview Tips

Research the Employer and Salary Ranges for the position and industry

Know the position and assess your strengths and skills that make you a good fit

Prepare your answers to common interview questions (see attached)

Select your interview attire and make your travel plan

Write a Thank you Letter/Email within 24 hours to express your continued interest

Thank You Letters and Emails Tips

Keep it short and reference details of your interview, reminding the interviewer of details in which they seemed interested during your conversation

Send a separate email to each interviewer – get business cards and contact information before leaving

Always double check the spelling, grammar and content of the email before you send it.

Include the following elements:

Thank the interviewer for their time and for the opportunity to speak with them.

Reinforce the top 1-3 reasons why you are a good fit for the position and include information you may have forgotten to mention during your conversation.

Reiterate your thanks and your interest. Include a phone number and email where the interviewer can reach you if they have any questions.

Sample:

Your Address

Date

Name and address of employer

Dear Ms./Mr./Dr. _____:

Thank you so much for meeting with me today. I enjoyed learning about the Marketing Internship, and am very excited about the opportunity to join Willis and Greene.

After speaking with you about the position, I am sure I would be a great fit. As the Public Relations Manager for the Business Club, I have honed my communication and writing skills through creating marketing campaigns for different events and recruiting new members. As a Business Administration Major with a concentration in Marketing, I have studied proven marketing techniques that I can utilize in completing my internship tasks.

I look forward to hearing from you about the next steps in the hiring process. Please do not hesitate to contact me at 123-456-7891 or jane.doe@lc.cuny.edu if I can provide additional information.

Sincerely,

Jane Doe