**Getting Your Dream Job - Summary:**

Ten rules for a successful interview:

1. **Be prepared**: On the company, on the interviewer, as much as you can.
2. **Always tell the truth…but not the whole truth**: Put a positive spin on things.
3. **Show your determination to go above and beyond.**
4. **Be interesting**: Don’t be afraid to tell the interviewer something unique (but appropriate) about you.
5. **Don’t guess**: Say you don’t know but follow up with an answer by e-mail ASAP.
6. **Leave the word “like” at the door.**
7. **In fact, leave all annoying habits at the door.**
8. **Don’t let your guard down during an interview**: Be professional at all times.
9. **Remember that you have to earn the right to be offered a job.**
10. **Demonstrate your smarts**: Ask good questions of the interviewer, and follow up those question and turn the situation into a conversation.
    1. Ask these questions in an interview:
       1. What qualifications make for an outstanding job candidate or employee?
       2. What are the top three things that make this company successful and why?
       3. What’s the biggest challenge the company faces in the future?
    2. **Don’t ask too many questions; limit them to 4-5.**

**ALWAYS BE ON YOUR GUARD FROM THE SECOND YOU WALK IN TO THE SECOND YOU LEAVE, WITH EVERYONE FROM THE RECEPTIONIST TO THE CEO, FROM THE FIRST INTERVIEW TO THE LAST! NEVER LET YOUR GUARD DOWN!!!**

**End the interview with a strong close. Tell the person a final summary of why you’re a great fit for this position, and ask for the job. Also, ask what the next steps are and when you’ll hear back from them.**

**Send a thank you e-mail to your interviewer within 24 hours (not right after you leave, though…give it at least a few hours) and no longer than 48 hours after leaving the interview.**

Your thank you email should quickly highlight one or two main points about your background meaningful to the position. Be sure to reference some type of personal interaction you had with the interviewer.

Here’s an example of a great thank you email:

“Thank you for spending time with me yesterday. After learning about the company and hearing you describe the type of individual who would be successful in the job, I believe my degree in communications, for which I specialized in new media, combined with my internship at a social media company, make me a perfect fit for the position. I look forward to hearing back from you.”

Send a thank you email to everyone you met, **and personalize that e-mail from the interactions you had with them.**

If you get rejected, respond positively anyways and leave on a great note. They may call you back in the future for another position. **Just don’t take rejection personally!**

If you don’t want the job, **state so as soon as you come to this decision, in a polite way.**

**Never enthusiastically accept an offer, say something like, “I’m really enthusiastic about this job, and everything I’ve heard makes it one of my top choices.” This places a seed of doubt in the interviewers mind that you could go somewhere else if he/she doesn’t sharpen up!**

Five companies you **don’t** wanna work for:

1. **The “group interview” company.** These people try to save themselves time by having multiple people interview you at once. If a company cannot have an individual interview with you, what does that say about the value it places on job candidates or its own people?
2. **The “no information” company.** If the company cannot tell you what a typical day looks like in the job they’re offering, then they don’t have their act together.
3. **The “we don’t train you company”.**
4. **The “drag its feet” company.** If it can’t get its ass together to make a decision one way or another about you, then they’re not a good place to be.
5. **The “bad reputation” company.** A company has a bad reputation for a reason.