

The Interview

GOALS

Reflect self-confidence and enthusiasm!

Convey interest, willingness to learn, and strong communication skills.

Convince the interviewer why you are the best candidate for the job or internship.

Arrive or log on approximately 10 minutes before your scheduled interview. If in person, plan ahead for traffic and parking!

PREPARE

Research the company ahead of time to learn more about their mission and goals.

Align your skills and experiences with the job description.

Review the company website, their LinkedIn, and any other social media pages.

Preparation is the key to a successful interview!

DRESS TO IMPRESS

Visit the Career Closet in the Career Services Suite to browse our selection of professional attire.

It is better to overdress than to underdress. Business professional dress is encouraged.

Ensure your clothes fit well. You want to feel confident and comfortable during the interview.

"You never get a second chance to make a first impression."

QUESTIONS

Practice common interview questions!

Tell me about yourself and why you are interested in this role.

What is your greatest strength?

Why should we hire you?

Career Services offers mock interviews to help you practice your interview skills.

DON'T FORGET

Prepare questions to ask the interviewer at the end of the interview.

Bring copies of your resume, cover letter, and references.

Be mindful of nonverbal communication and body language - smile!

Send a thank you letter to the interviewers.

Will Succeed

(716) 123-4567 • will.succeed@daemen.edu • Amherst, NY

References

Name, Credentials (PhD, CPA, RN, etc.)
Title
Organization
Organization's Address
City, State, Zip
Work Phone
Work Email
Relationship: (supervisor, professor, etc.)

FORMATTING AND STYLE:

Use the same header and font style as your resume and cover letter documents for consistency

Name, Credentials (PhD, CPA, RN, etc.)
Title
Organization
Organization's Address
City, State, Zip
Work Phone
Work Email
Relationship: (supervisor, professor, etc.)

WHO CAN BE A REFERENCE?

Past or present supervisors, professors, internship or volunteer site supervisors

Name, Credentials (PhD, CPA, RN, etc.)
Title
Organization
Organization's Address
City, State, Zip
Work Phone
Work Email
Relationship: (supervisor, professor, etc.)

NUMBER OF REFERENCES:

List 3-5 professional references unless otherwise specified

Name, Credentials (PhD, CPA, RN, etc.)
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Work Phone
Work Email
Relationship: (supervisor, professor, etc.)

PERMISSION:

Always ask permission to have someone listed as a reference

Name, Credentials (PhD, CPA, RN, etc.)
Title
Organization
Organization's Address
City, State, Zip
Work Phone
Work Email
Relationship: (supervisor, professor, etc.)

UPDATE YOUR REFERENCES:

Be sure to notify each reference prior to applying and when you secure an interview