

You Have a Job Interview, Now What

Step 1: Prepare for Your Interview

- Prepare your resume
- Research the company and job
- Prepare a list of questions to ask the interviewer
- Practice interviewing using sample interview questions:
 - Why do you think you would be a good fit to work here?
 - Tell me about yourself.
 - Describe a time you showed leadership.
 - What are your strengths and weaknesses?



Step 2: Be Ready on Interview Day

- Dress appropriately for the occasion and culture. When in doubt, professional attire is better than casual attire.
- Bring your resume, a notepad and pen with you to the interview.
- Arrive early.

Step 3: Nail the Interview

- Create a positive first impression
- Give a strong handshake
- Warm smile and greeting
- Good eye contact
- Provide thorough answers and good examples
- Ask questions and take notes to demonstrate interest
- Create a positive lasting impression
- At the end, give a strong handshake, warm smile and thank the interviewer for their time and the opportunity
- Ask if you can follow up by email and obtain interviewer's email address



Step 4: Following Up After the Interview

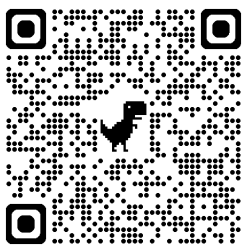
- Send a thank you email to the interviewer within 24 hours
- Reflect: What did you learn and how can you improve
- Every interview is an opportunity



Questions? Contact your school's Career Coordinator!

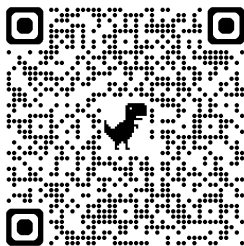
Resources

Resume Samples



bit.ly/4hTKBNM

Resume Templates



bit.ly/3UUs9La

Resume Outline and Sample Content



bit.ly/4g2ZU51

How to Write a High School Resume (Video)



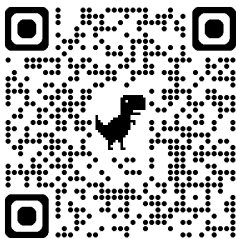
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Checklist for Your First Day on the Job



bit.ly/3Zj7blo

Work Permits



smuhsd.org/workpermits
