

Do Your Research:

Interviewers will be impressed when you show that you have taken the time to learn about the firm, the interviewer and the job responsibilities.

When you have your in-person interview, learn as much as you can about the office through your own observation and by asking questions of the people you come into contact with.

Review common interview questions and practice your responses. Keep responses concise and specific.

Dress To Impress:

Recent trends show that standard dress attire is business casual. For an interview, you want to dress to impress. Overdressing will never work against you. It will also help you feel more confident.

Prepare and practice your sales pitch:

First impressions count, so be prepared and make a strong first impression.

Your knowledge, skills and experience are what got you the interview. Review the job requirements. Prepare to tie the story of your knowledge, skills, experience, professional accomplishments and the impact you have made to the requirements noted in the job advertisement.

Ask relevant questions:

This will let interviewers know that you are interested and curious about them and the firm. It will also help you gather information about the firm. If you need clarification, do not hesitate to ask the interviewer follow up questions. Feel free to take notes during your interview. It shows that you are engaged and listening.

Follow Up:

After the interview, take the time to send personal emails to each interviewer. It is a good practice to ask the interviewers for business cards so you have their name, title and contact information.