

Interview Tips

You made a good first impression through your resume or application and now you have been offered an interview. The interview is your opportunity to confirm that you are, indeed, the perfect person for the position. There are a multitude of interview tips that can, and should be reviewed; consider the following an emphasis on those tips.



DRESS YOUR BEST

Some of the best money you can invest into your career, after education, is in a well-fitting outfit. Always dress to impress. Even if you know the company doesn't enforce any particular dress code you always want to appear professional. First impressions are important and you want the interviewer to see that you take both the interview and potential job seriously.



BRING EXTRAS

Bring extra copies of your resume and references. The ability to produce extra copies of your resume exhibits two qualities which are valued within a law firm: Forethought and preparation for the interview as well as anticipating what the attorney may need.



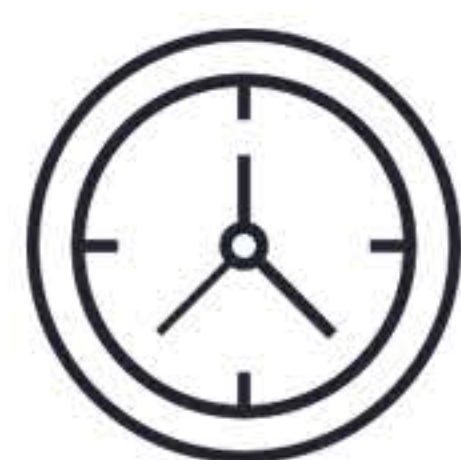
DO SOME RESEARCH

It is always a good idea to do some research on the company you are interviewing with. Find out what they specialize in, do they have a mission statement, have they won any big cases or received any awards lately? During your interview they might ask you questions specifically related to the company just to find out if you have taken the time to learn about them.



TAKE A TEST DRIVE

Drive to the interview site the day or weekend before the interview. Be familiar with where the building is located as well as what parking is available. Be prepared to bring coins or a credit card in case you have to pay the meter.



ARRIVE EARLY

Plan to arrive to the vicinity of the interview site approximately 30-45 minutes early. Find a spot where you can park your car and relax for a few minutes before arriving at the interview. This additional time allows for any unexpected delays. Do not arrive at the interview more than 10 minutes early.



BE CONFIDENT

It is very easy to feel overwhelmed during an interview, but just remember to be confident. More than likely the interviewer has already reviewed your resume and decided that you could be a good fit for the company. They chose you for an interview, so now is the chance to show them how great of an addition you could be to their organization.



BE HONEST

Don't try to fake your personality or your replies. Responses that are cliché or that sound scripted will make you seem unoriginal. Allowing your true personality to show will help to ensure that there won't be any surprises if you do get hired. Remember that an interview is a two-way street. Make sure the company is a good fit for you, just like they are determining if you are a good fit for the company.



FOLLOW-UP

Handwrite a thank you note. Although this tip is repeated over and over, it is oftentimes ignored. Not only does a handwritten note add a positive impression, a note received a day or two after the interview sets your name and interview apart from others who may be applying for the same position.