

California Partnership Academy

SCHOOL TO CAREER TOOLKIT

During the interview:

Discuss ways you can contribute to the organization. Let the interviewer know how you can meet a need or solve a problem. Emphasize your strengths. Focus on experience, courses, and transferable skills that would be beneficial for the internship/job. Give examples from your education or experience to support these.

- **Be friendly:** Smile and give a firm handshake. Greet the interviewer by name.
- **Show your enthusiasm:** Enthusiasm, energy and a sense of humor help create a good impression.
- **Maintain eye contact:** Don't look at your feet or the ceiling. Maintaining good eye contact with the interviewer is a key to building trust in a relationship.
- **Body Language:** Sit up straight and lean slightly forward. Face the interviewer in a relaxed, open manner. This gives the impression that you are alert and interested. Don't fidget or wring your hand - it's distracting.
- **Be a Good Listener:** Listen to the interviewer's questions and comments. Pause to think of an appropriate response that specifically addresses the questions you are asked. Be alert to nonverbal cues indicating when you should start or stop talking.
- **Express yourself:** Speak clearly. Use complete sentences and avoid answering just "yes" or "no" to questions. Don't use slang. Avoid repeating the word "Um" by thinking before you speak. Be confident in your responses. Preparation and practice will help.
- **Be Yourself:** Don't try to change your personality. You want the mentor/employer to accept you, not someone you are pretending to be.

RESUME

COVER LETTER

NETWORKING

JOB INTERVIEW