

Checklist: How to Prepare for a Job Interview



Background Research

- Look at the company's website to learn more about them, their services and culture
- Understand the job position you applied for and why you're a great fit
- Reach out to friends or colleagues with similar jobs/titles to learn more

Resume/Cover Letter

- Tailor your current resume and cover letter to the position you're applying for
- Make sure your information is accurate and honest
- Have someone proofread your resume and cover letter



Questions, Examples and Goals

- Create a list of questions you have about the company or job position
- Think of work experience examples you are willing to share
- Know your short and long-term goals (and how they fit into the position you applied for)

The Day of the Interview, Make Sure To:

- Give yourself plenty of time to get to your interview
- Relax and stay positive
- Put away your phone to avoid distractions

