

10 WAYS TO ACE YOUR NEXT INTERVIEW

Research the company and the skills required for the position

Knowing information about the organization and the job you've applied for not only show preparedness and professionalism, but allows you to draw on relevant previous experiences during your interview.

Practice interviewing and responding to difficult questions

Researching potential interview questions beforehand will allow you to practice and prepare answers. If you do not know the answer to a question during an interview, be honest and tell the interviewer that you will research and get an answer to them.

Use a professional background to make your virtual interview stand out

Keeping the background neutral, non-distracting, and non-political, focuses the attention on you.

Keep a glass of water next to you as you interview

Drinking water throughout your interview allows you to pause, prevents you from rambling, and provides an opportunity to reset your thinking.

Ask unique questions at the end of the interview

Asking questions to the interviewer is a great way to discover information about company culture, remote options, and other information not available on the company website.

Prepare to answer questions about yourself

Preparing for the "tell me about yourself" question will ensure you highlight the parts of your background that best relate to the job you are interviewing for, prevent you from rambling, and set the tone for the remainder of the interview.

Email a PDF formatted resume to each interviewer

Emailing your resume as a PDF prevents against formatting issues on multiple devices and ensures that your resume remains unaltered. If interviewing remotely, request permission prior to the interview to use a feature like screen share to present relevant documents.

Be expressive, but not distracting

Talking with your hands allows for a more natural conversation. If you stand, be sure you adjust your camera and be weary of pacing.

Take handwritten notes to use as a reference after the interview

Taking notes shows the interviewer you are prepared, reminds you of what you mentioned (and what you forgot to mention) during the interview, and serves as great reference for follow-up emails.

Follow up with a thank you note

Sending a handwritten thank you note is a great way to follow up with an interviewer. At minimum, send a thank you email.