



AACUC
Reaching Toward the Future

African-American Credit Union Coalition

Internship Committee

Interviewing Tips

- 1.) Show interest by preparing for the interview – research the company/industry, prepare a list of questions, and know your skills, talents, and accomplishments, etc.
- 2.) Dress to reflect the image of a business professional.
- 3.) Be early for interviews (10 to 15 minutes) and never be late.
- 4.) Bring multiple copies of your resume, list of references, and (if appropriate) any work samples, and complete the company application neatly and in its entirety.
- 5.) Express sincere interest in both the company and position.
- 6.) Maintain good eye contact.
- 7.) Extend a firm, friendly handshake.
- 8.) De-emphasize money and fringe benefits.
- 9.) Give direct responses to questions.
- 10.) Express yourself clearly (voice, diction, grammar).
- 11.) Exhibit confidence and poise (at ease, calm, relaxed).
- 12.) Exhibit tact and courteous, well-mannered behavior.
- 13.) Express a career purpose and interest in long-term opportunities (goals).
- 14.) Indicate participation in company activities (team player).
- 15.) Show interest in finding a good career opportunity.
- 16.) Express appreciation for interviewer's time.
- 17.) Follow up appropriately after each interview (phone call, thank you letter, etc.).