

# Interview

Congratulations, you've been invited to interview. Follow these tips to prepare and get the job.

## Prepare

- Before you go, do some research. At a minimum, visit the company's website. If you know someone who works there, contact that individual and get more information.
- Prepare a bulleted list of ways you will be an asset to the company. Think of those as your "talking points." Answer the questions they ask you, but try to incorporate your talking points. Remember that they only know what you tell them, so this is one time when it's okay to brag a little.
- Practice answering questions. Click here for [samples](#).
- Know the exact address, how to get there, and where to park. Plan to be 15 minutes early.

## Dress Appropriately

- Be sure your clothes are clean and pressed.
- Gentlemen, wear khaki pants, a collared shirt, a tie, a belt and dress shoes.
- For ladies, slacks and a cardigan or long sleeved white or colored blouse are safe for most places. If the site is VERY casual (farm, bakery, etc.) khaki pants and a polo-style shirt are fine.
- If the office is formal (Senator's office), wear a suit.

## Make a good impression.

- Bring several copies of your resume, which should be printed in black ink on neutral paper.
- Arrive early. If you are right on time, you are late.
- Make eye contact and use a firm handshake.
- Ask thoughtful questions. Ask when you could expect a decision.
- If the company wants more information, direct them to our website and give them my contact information.

[Washington Business Journal Do's and Don'ts](#)