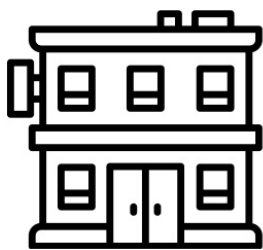
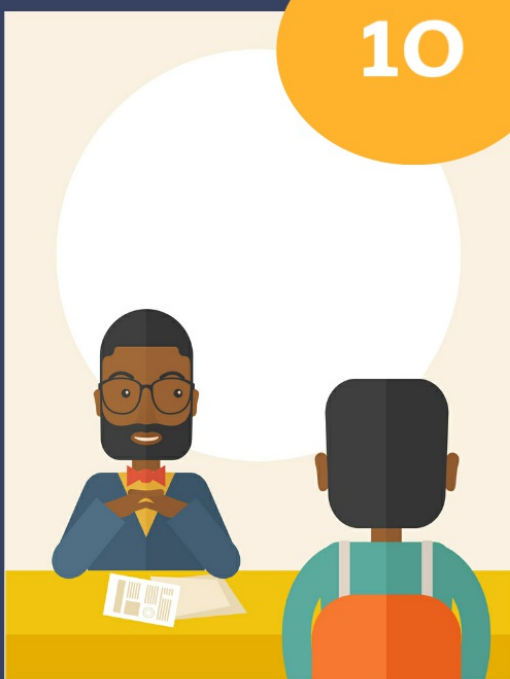


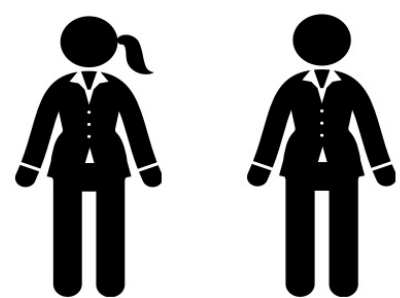
10

TOP 10 INTERVIEW TIPS



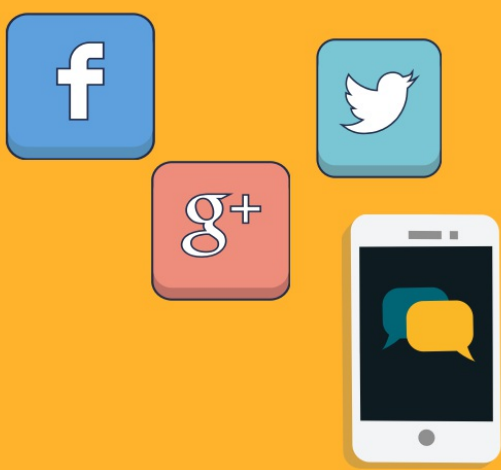
#1

Research the firm or company that you are interviewing for. You should also research the individuals who will be interviewing you.



#2

Research and understand the role of the position that you are interviewing for within the firm. Know the difference between law clerks, legal assistants, summer associates, associates, of counsel, etc..



#3

Research yourself. Check your social media and what's on Google - know what's out there, edit and remove what's not professional or appropriate, and know what you might have to explain.



#4

Be on time (which means 5 minutes early), both to the interview and with responses and follow-up after the interview, and dress appropriately.



#5

Be prepared. Have copies of your application materials (resumé, cover letters, writing sample, references, transcript, etc.). Know your resumé inside and out and be able to talk in detail about your experience.



#6

Practice your answers to typical interview questions. Listen to the interviewer(s) and answer the question asked. Avoid "yes" or "no" answers - give specific examples in the Problem-Action-Result format. Don't overshare.



#7

Be prepared to answer the "tell me about yourself" question. This is your first opportunity to sell yourself to the interviewer. Be concise, articulate, and confident, focus on the interests of the interviewer, and highlight your particular accomplishments and background. This should be about 3 sentences.



#8

Be positive and polite to everyone you encounter during (and before and after) the interview (this includes turning off your phone before you enter the building). Show enthusiasm, be authentic, be focused, be confident, be humble. Pay attention to your body language.



#9

Always ask questions that are substantive, job specific, and thoughtful, particularly at the end of the interview. Prepare several in advance.



#10

Don't forget to follow-up after the interview - send additional requested information, send a thank-you note, follow through with any promises or expectations.

Schedule an appointment with a career advisor for a mock interview or interview coaching.

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