

THE SCRIPT

The FIVE questions you must be able to answer to land that job or internship !!!

1. Why this industry?

- Create congruence between your personality traits and the personality traits of individuals who are successful in this field.
- Describe yourself and how you as an individual are a good fit for this field. Explain why this industry is a “match” with your skills and strengths.

2. Why this organization?

- To be successful in answering this question you must do adequate organization research!
- Personalize this response to the particular organization including details about the organization. This will demonstrate your understanding of the organization, its culture, values and mission.
- Present a succinct understanding of where you will fit into the organization and what role you will play in its success.

3. What are your goals?

- This question may come in a variety forms including:
 - Where do you see your self in 5/10 years?
 - What do you want to do with your life?
- You must answer this question specifically; demonstrating you have a clear understanding of the career trajectory of the position for which you are interviewing.
- Retention is important to companies so you must be honest with them about your future plans without ruling yourself out of the job. For example, if you plan on pursuing graduate studies in the future it is fine to tell them that, but you do not want to provide them with a time frame that will discourage them from investing in you as an employee.

4. What are your strengths? - or - What skills do you have to convince me you can do the job?

- This question asks you to present the interviewer with the competencies which prove you possess the skills necessary to be successful in this position.
- Your answer should be targeted to match the competencies which they are searching for. These competencies are likely to be clearly outlined in the job description.
- The competencies which you discuss must also be supported with specific examples and information that you have both developed and possess those particular skills.

5. Do you have any questions?

- Always have at least three or four questions! Your questions can be written down in advance and brought with you to the interview.
- One question should focus on how the employer will evaluate and develop you and your work. You are asking this question to indicate that you want to strengthen your skills, develop your knowledge and grow within the organization.
- Ask another question concerning how this job will prepare you for the future; questions like “Where have past interns gone on from here?” or “What challenges will I face in this position?”
- Have at least three additional questions prepared. Unlike the two previous questions these should be organization specific and concern particular facets of the organization or job.

Helpful Resources:

To find industry information visit:

- Ferguson’s Career Guidance
[<http://www.fofweb.com/Subscription/Default.asp?BID=7>]
- O*Net Online
[<http://online.onetcenter.org/>]

To find Company Information

- For Profit:
 - Hoovers [<http://www.hoovers.com/free/>]
 - CareerSearch [<http://v2.careersearch.net//client>]
- Non-Profit:
 - idealist [<http://www.idealists.org/>]