

### >> Maintain Eye Contact While You Speak

Although you may want to look away occasionally, much of the time your eyes should remain fixed on the person interviewing you. If you are being interviewed by several people, make eye contact with all of them throughout the interview. You are never quite certain exactly who may be the decision maker in your case.

### >> Be Specific in the Body of the Interview

In every question, find the opportunity to say something specific about you and your background. For example, rather than simply stating that your degree program in computer science prepared you for the open position, cite three specific courses and summarize their relevance to the job.

### >> Do Not Hesitate

A job interview is no time to hesitate, unless you are convinced the job is not for you. The question is this: Do you want the job or not? If you do, then accept the requirements of the position and show excitement about the possibilities. You can always turn down the job if you receive an offer and decide later that some restrictions, like travel, are too demanding.

### >> Reinforce Main Points

Orchestrate the end of the interview so that you have the chance to summarize your interest in the position and your qualifications. Here is your chance to follow through on the “Tell ’em what you told ’em” part of the Preacher’s Maxim.

## Follow-Up Letters

Follow every personal contact with a letter or e-mail to the person with whom you spoke. Send it within 24 hours so that it immediately reinforces the person’s recollection of you. This simple strategy gives you a powerful tool for showing interest in a job. Follow-up letters abide by the same basic letter pattern discussed in Chapter 4.

- Write no more than one page.
- Use a short first paragraph to express appreciation for the interview.
- Use the middle paragraph(s) to (a) reinforce a few reasons why you would be the right choice for the position or (b) express interest in something specific about the organization.
- Use a short last paragraph to restate your interest in the job and to provide a hopeful closing.

See Chapter 4 for the various formats appropriate for all types of business letters.

When your audience might appreciate a less formal response, consider writing your interviewer a personal note instead of a typed letter. This sort of note is most appropriate when you plan a short message.



Career Letter 7 is an example of a thank you note that is sent after an interview.