



# Interview Tips

## Throughout the Job Search

- Research the company and its core values
- Tailor cover letter and resume to specific job position
- Save research and job description

## Once the Interview is Secured

- Practice the “Value Proposition”
- Practice sample interview questions (below)
- Prepare Portfolio
  - Job description, notepad, pen, multiple copies of resume, cover letter, references, letters of recommendation, drafted questions you have for the interviewer
- Plan attire for interview; route toward neutrals and conservative

## During the Interview

- Bring Portfolio
- Turn cell phone off
- Highlight military experience by emphasizing adaptation, resourcefulness, and commitment
- Stay relaxed – smile! It is ok to pause between answering questions, but avoid “um, uh, like...”
- Avoid salary discussion, but know your value and speak in ranges – not specifics
- Exchange business cards with each interviewer
- It is a two-way street; do not feel pressured to answer questions that make you uncomfortable

## After the Interview

- Write personalized thank you letter (handwritten or email) to all interviewers within 24 hours
- Follow-up if you do not receive feedback within the given timeframe

## Questions You May Be Asked

- Can you tell me about yourself?
- What about this job interests you?
- What are your career goals?
- Why are you leaving the military/your current position?
- What are your strengths? Weaknesses?
- Why should we hire you?
- Do you have any questions?

## Questions You Can Ask

- What is the company culture like?
- Can you describe a typical week?
- Is there anything we discussed that could hinder my opportunity to continue on as a candidate?
- What is your timeframe for filling the position?

## Further Information

- Visit [Hire Heroes USA Interviewing Tools](#)
- Register for a free Mock Interview from Hire Heroes USA with a volunteer hiring manager/recruiter; ask your Veteran Transition Specialist for more information