Keys to Successful Interviews

1. Learn as much as you can about the company beforehand - know its products, services, profit margin, management, culture, dress code, and anything else you can think of.

2. Do practice interviews. Many career services centers offer workshops, mock interviews, or one-on-one coaching.

3. Think about how your experiences in work, classes, and activities can relate to the job you're seeking.

4. Allow plenty of time to get to the interview and, if possible, visit the site in advance and time how long it takes to get there.

5. Bring extra copies of your resume and a list of references.

6. Speak slowly and clearly. Don't be afraid to pause for a moment to collect your thoughts.

7. Be honest. Don't try to cover up mistakes. Instead, focus on how you learned from them.

8. Be assertive. Remember that the interview is a way for you to learn if the job is right for you.

9. Ask the interviewer for a business card and send a thank-you note or e-mail as soon as possible.