

ASC Unpaid Internship Funding Program Info Session

Part 2: Interview Tips

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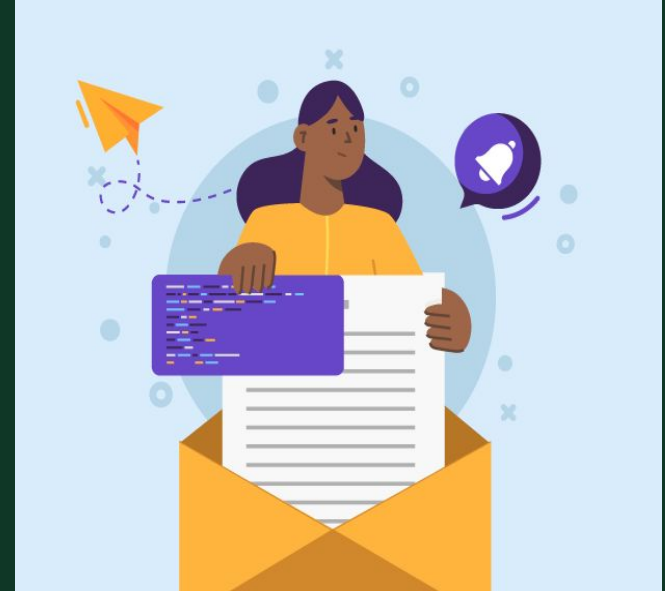
Professional Correspondence

- Keep the emails concise and make sure you are answering all the questions asked.
- If you are being asked for interviews or phone screens at times that you cannot make, be professional and direct.

“Dear ___,

It’s great to hear from you! Thank you so much for reaching out. Unfortunately, I have some prior commitments at the times you have suggestion, and I am unable to excuse myself from them. May I suggest any of the following times....?”

- Make sure you use professional greetings and formatting in your emails. There are great tips for this on the Center for Career Development’s website. It may help to have a friend read over your e-mail!



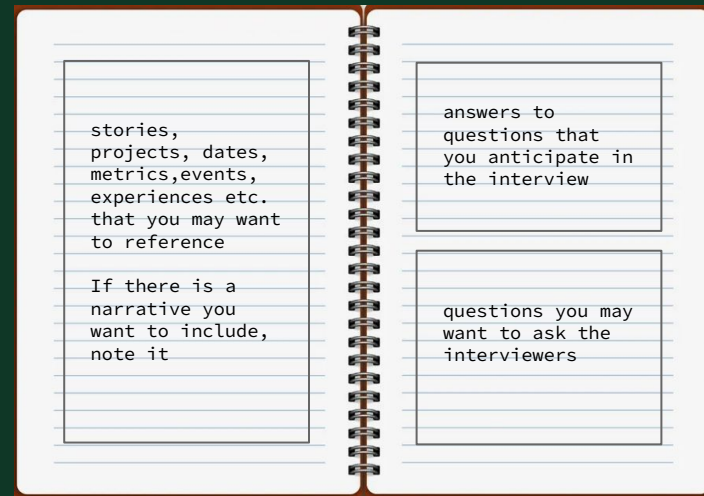
Prepping for the Interview - Remote or In-Person

- Research the team you would be working with and project you would be working on
- Look on LinkedIn to see if a fellow BU student or alum has worked or interned at that company or organization.
- Dress professionally. No one will be upset if you overdress for an interview, but if you underdress some interviewers may take it as an indication of your professionalism.
- Don't be afraid to ask who else will be interviewing you. Sometimes you will only be connected to the hiring manager, but you may be interviewed by multiple people. This can send a good message to the hiring manager that you are looking to be prepared and it helps you prepare more comprehensively for the interview.



Prepping for the Interview - In-Person

- Check out the route well in advance. Budget time in case of traffic or transport delays. If possible out the location in advance.
- Bring copies of your resume, cover letter and work samples printed
- Avoid pulling out a laptop or device during the interview, unless you are sharing media or have been asked to by the interviewer.
- *Recommendation: Use a notebook and to prep. On the left side note down examples of specific stories, projects, metrics or experiences that you may want to reference in the interview. On the right side, write notes for questions you anticipate at the top, and write question that you have for your interviewer underneath it.*



Preparing for Questions

How to anticipate and prepare for questions?

- Think about the nature of the role and how you can convince the interviewer that you can do that job
- Take note of those arguments and examples
- Think about difficult tasks you've encountered and how you completed them
- Think about how you work in teams
- Think about what skills you would like to use here, and how this opportunity will help you do that

Questions to prepare for?

- What are you looking to gain from this experience?
- What are your strengths and weaknesses? What is an area you would like to improve in?
- Where do you see your career going? Where would you like to be in 5 years?
- Do you have any questions?
- Why are you interested in leaving your current job/internship?

Preparing Questions

Always have questions.

- Think about the structure of the job...
 - How often would I meet with a supervisor?
 - What is the hiring managers management style?
 - What would on-boarding for this internship look like?
 - What is the general turnaround time for projects? How much notice will I receive?
 - Am I expected to reply to emails outside of the office or designated work hours?
 - What is the office dress code?

Think about the skills you have and want to expand upon, or opportunities you want?

- I am very experience in X software, would I have the opportunity to use it?
- Will I be working with other interns and how often will I participate in group work?
- Would I be able to get some presentation experience?
- Have past interns returned to this internship or returned in a full-time capacity?
- Are they any kind of training opportunities available?
- Would I have the opportunity to shadow or attend meetings and events

Thank you!
Questions? :)