

# INTERVIEW STRATEGIES

for Internships, Summer Jobs and more!



Knowing what to expect and how to conduct yourself in an interview greatly enhances your chances of receiving internship or summer job offers.

An interview is a chance for you to highlight your skills, strengths, and abilities and learn more about the position and organization. The employer wants to know, "Why should I hire you"? You must know your selling points and be ready to communicate their value in relation to the position you are seeking.

- This packet will get you started on what to expect, how to prepare, and how to succeed at your interview!

## I. INTERVIEW PARTS – at a glance!

### The Introduction:

Employers typically form a lasting impression within the first few minutes. Begin the interview with:

- a firm handshake and good eye contact
- a warm smile and confident introduction
- a sense of enthusiasm and confidence!

Be ready to answer an opening question:

- Why don't we get started by having you tell me a little bit about yourself?"

Remember that it is normal to feel some nervousness – practice and experience helps!

### Q + A:

- This part makes up the bulk of the interview. The interviewer asks specific questions about your background, usually referring to your resume or application. Most interviewers ask *behavioral questions*, seeking specific examples that describe how you have demonstrated a particular skill or competency, especially those that relate to the position. Avoid both one-word responses and long, rambling details. Be *concise*, but be sure to use *specific examples that illustrate your strengths, competencies, interests and career research (steps that have led to your interest)*.
- Ask pertinent questions that reflect the research you've done on the position, industry or organization.
- Don't expect the interviewer to do all of the work – be an active participant!

### The Closing:

- Summarize your interests, strengths, skills, why you want the position, and how you can contribute to the position/organization. In other words, if you really want the position, show it!
- Inquire about the next step in the interview process and the anticipated timeframe for a hiring decision. Don't forget to close the interview with another firm handshake. Enthusiasm counts!

## II. PREPARATION – get ready!

Proper preparation is essential to a successful interview. You may think that you know yourself, but if you cannot talk about yourself in a positive, comfortable manner you will not be effective. Although you may typically be humble, during an interview you must really sell yourself!

### 1. Know Yourself:

This is the key to a good interview. Although you should familiarize yourself with typical questions, don't just memorize specific answers. Be ready to discuss your interests, strengths and/or achievements. Most questions will center on specific themes or areas in your background.



Be ready to discuss:

**Academics:**

- Your major, minor, electives; knowledge, skills and abilities you have developed
- How do the above relate to your career interests?
- Course highlights - related research projects, papers or presentations?
- Group projects - your role, your accomplishments?
- Grades; trend in grades?
- Reasons for choosing P.C., reasons for selecting your major?
- High school accomplishments? (not always discussed)

**College / Community Activities:**

- What have you been involved in and why? What skills and interests have you developed?
- How have you developed and contributed outside of the classroom?

**Experience – Paid and Volunteer:**

- Responsibilities, progression, accomplishments, and skills developed

**Match to the Position / Organization:**

- Why are you interested in this position? How does it fit in with your career ideas?
- What can you contribute?
- What do you hope to learn through this position? What are your objectives?

**Complete the self-assessment exercises in this guide, use the self assessment resources in the Career Links section of our website, review assessment resources in our career library and/or meet with a Career Counselor for additional assistance.**

2. Know the Career Field and Organization

**Career Research:**

- Demonstrate genuine interest in the position you are seeking (or it will be difficult to convince the employer of your desire and match to the opportunity!)
- Thoroughly research the career field related to the position of interest.
- Use (or borrow) career resource books in Slavin 111; use online resources in the Career Links section of our website including Sigi-3, Vault.com, Spotlight on Careers, eFriars (position descriptions), descriptions in the jobs section of the employer homepage, etc. *We can help!*

**Organization Research:**

- Learn as much as you can about the employer. You do not have to be a leading expert on the organization, but know what the employer does, primary products or services, basic industry information, why the organization interests you, and how you can contribute. Thoroughly review the employer homepage; use Google, Hoovers, and other online tools.
- Click on “Researching Employers” in the Career Links section of our website for helpful resources.

3. Prepare Questions:



The interviewer will expect you to demonstrate your interest and enthusiasm in the position by asking questions. Ask questions that reflect your knowledge of the position and research of the career field, company and/or industry.

At a minimum, review the organization’s website to develop a few pertinent questions. Think about the aspects of the position and organization you want to know more about. Jot down questions you may have and look them over before the interview. Keep questions positive and save questions such as salary for a second interview or at the time of the job offer.

4. Practice:

- Make an appointment with a Career Counselor to review and practice interview strategies
- Review sample interview questions and practice with a friend, tape recorder, or even in front of a mirror! Exploratory and informational interviews with family friends, alumni and other professionals can also be helpful in developing your presentation/communication skills.

### III. INTERVIEW TIPS - look and sound professional!

#### 1. Professional Appearance:



- **Suit:** Be conservative in style and color (preferred colors: navy, gray, beige, - avoid lighter colors.) Women have the option to wear a skirt or pant suit. For women, skirts should be knee length. NO short or tight fitting skirts or tight, low-waisted slacks. Be sure that your suit is tailored to your size and pressed.
- **Shirt / Tie:** A pressed dress shirt is required for men with a silk tie (avoid tie colors or patterns that may distract). For women, the style/cut of your suit jacket will dictate whether you should wear a shell or blouse underneath your suit jacket. Avoid camisoles, lace shells and revealing necklines or tops that show your stomach.
- **Shoes / Socks:** Wear polished, conservative, and comfortable dress shoes. Avoid trendy styles and women should wear a conservative heel height and avoid open-toe shoes. Men should wear appropriately colored, calf high dress socks. Women should wear plain hose with skirts (no bare legs!). Belts and/or purses should compliment dress shoes.
- **Jewelry:** Be conservative in style and amount. Do not wear items that may distract. Remove pierced items from non-traditional areas. Pearls for women are a classic and tasteful choice.
- **Hair / Fingernails:** Clean, neat hair with a freshly shaven face is the goal for men. Women should wear hair in a style that does not distract. If you have long hair, consider pulling it back fully or partially. Be sure to have clean, manicured fingernails. For women, be conservative with nail length and polish.
- **Make-Up Perfume / Cologne:** Do not wear excessive makeup, perfume or cologne.
- **Additional Items:** Conservative overcoat. Umbrella. **Turn off your cell phone!** Bring a leather folder, which includes extra copies of your resume and other pertinent materials.

#### 2. Promptness:

- Arrive about 5-10 minutes early. Confirm the interviewer's name/pronunciation.
- Always treat support staff with courtesy and professionalism!



#### 3. Nonverbal and Verbal Communication:

- Maintain good eye contact, without giving the impression of staring.
- Execute a professional and polite handshake, with a firm grip and a warm smile.
- Sit when you are asked; sit upright with good posture!
- Smile naturally whenever the opportunity allows.
- Leaning forward in your seat when making an important point shows energy and enthusiasm.
- Avoid nervous gestures such as foot tapping, repetitious hand or foot movements, playing with a pencil/pen, rapidly nodding your head, biting your lip, twisting your hair, etc.
- When carrying a binder or briefcase, practice carrying it in your left hand in order to free your right hand for shaking the recruiter's hand.
- Avoid fillers, i.e., "umm", "ahh", "you know", "so" or modifying words, i.e., "sort of", "kind of", "just", etc.
- Avoid nervous laughter, giggling, or clearing your throat repetitively.
- When describing yourself with characteristics, use specific examples of how you have shown these characteristics. For example, "I am a hard worker, as you can see from my resume; I worked a 20 hour week internship with carrying a full course schedule."
- Do not interrupt the interviewer or appear anxious for him/her to finish a question/statement.
- Keep your voice tone varied and strong to avoid a monotone.

#### 4. Attitude:

- Convey an attitude of warmth and self-confidence. Avoid giving negative responses. Even if you haven't had related experience, indicate a willingness and aptitude to learn. *Enthusiasm Counts!*

#### IV. AFTER THE INTERVIEW - *Follow-up is important! Keep good records!*

- Within a few days of the interview, write a note to express your thanks and summarize your interest in the position, reiterating a few key points from the interview. An email note, typed letter or handwritten note on PC (or other) stationery are acceptable. Refer to samples in this packet, but do not copy exactly as other students may do the same!
- If you do not hear back from the employer within the indicated time frame, follow-up with an email or phone call to inquire about your status. Don't despair if you do not receive an offer. Although it may hurt, rejection is part of the job or internship search process. Seek assistance from a Career Counselor to review and improve on your interview performance and organize your job or internship search efforts.
- ***Practice, patience, and persistence will eventually pay off!***

#### V. SELF ASSESSMENT EXERCISES – *to help you prepare!*

*For each strength be ready to offer specific evidence ... specific examples!*

##### 1. PERSONAL QUALITIES: indicate qualities you possess or that best describe you

Ability to choose, or make a decision  
Alert  
Assertive  
Astute  
Attend to details, (aware, thorough, conscientious)  
Authentic  
Calm  
Candid  
Concentration  
Cooperation  
Courageous, risk-taker  
Curious  
Detail-oriented  
Diplomatic  
Easy-going  
Enthusiasm  
Expressive  
Firm  
Flexible  
Generous  
Good Judgment

High energy level, dynamic  
Honest, integrity  
Initiative, drive  
Loyal  
Open-minded  
Optimistic  
Orderly  
Organized  
Patient, persistent  
Perform well under stress  
Poise, self-confidence  
Polite  
Punctual  
Reliable, dependable  
Self-controlled  
Self-reliant  
Sense of humor  
Sincere  
Spontaneous  
Tactful  
Tolerant  
Versatile

Other:

**List at least five of your best self-management skills:**

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*On a separate sheet of paper, indicate:*

- **How do each of your top qualities relate to the position?**
- **How / where you have demonstrated these qualities?**

## 2. SELF-EVALUATION OF SKILLS AND ABILITIES:

Use the scale below to evaluate yourself on the some of the skills and abilities you can offer to employers.

1 = no ability here at all      2 = some ability      3 = definite strong ability

### **A. Communication Skills and Abilities**

#### **Writing:**

informing  
editing  
translating  
researching  
formatting  
reading  
foreign languages  
persuasive  
letter writing  
record keeping  
note taking  
critical analysis  
writing  
technical writing  
creative writing  
journalistic writing

#### **Helping:**

advising  
coaching  
leading  
mentoring  
negotiating  
influencing/persuading  
articulating  
empathizing  
public speaking  
training  
convincing  
counseling  
motivating  
supporting  
understanding  
arbitrating

#### **Creating:**

composing  
designing  
illustrating  
musical instrument  
painting  
sculpting  
drawing  
writing  
inventive  
imagining  
aesthetic sense  
acting  
landscaping  
culinary skills  
interior decorating  
photography

**Other:** \_\_\_\_\_

### **B. Organizational Skills and Abilities**

#### **Managing:**

classifying  
systematizing  
filing  
handling details  
problem solving  
decision making  
delegating  
orderly  
supervising  
precision-oriented  
follow-through  
accomplishing  
set schedule  
controlling  
effective  
assertiveness  
organizing  
planning  
leading

#### **Analyzing:**

budgeting  
mathematical ability  
investment planning  
financial savvy  
counting  
integrating  
comparing  
investigating  
abstract thinking  
reviewing  
evaluating  
analyzing  
critical analysis  
calculating  
number memory  
statistical  
interpreting  
investigating  
researching

**Other:** \_\_\_\_\_

### **C. Technical and Physical Skills and Abilities**

**Technical** - *indicate specifics:*

artistic skills:  
computer skills:  
laboratory skills:  
other technical:

**Physical** – *indicate specifics:*

athletic talent/skills  
outdoor/recreation skills  
other physical:

**Other:**

**On a separate sheet of paper, list:**

- the skills/abilities that you rated as strong or good
  
- how do these qualities relate to the position you will be interviewing for
  
- Specific examples of where/how you've demonstrated your strengths

**Skill or Ability:**

**Examples – Important!**

### 3. ANALYSIS OF A JOB OR ACTIVITY:

**Goal:** To be able to articulate your skills, strengths, and accomplishments developed in jobs or activities.

**Analysis:** On a separate sheet of paper, describe any summer or part-time job, internship, volunteer experience, or extracurricular activity according to the following factors:

Job, position or activity:

- What were your tasks and responsibilities?
  
- What were your accomplishments; problems solved?  
(Use the “P.A.R.” formula – problem you saw, action you took, your result )
  
- What strengths and qualities did you develop? Skills?
  
- What did you learn? (about you, about the job or industry, about what makes a good manager, the importance of customer relations, etc.)
  
- How do these skills, strengths, etc., relate to your career field of interest?

Review each of your past experiences (jobs, internships, activities, volunteer positions) according to the same format. Summarize your most significant skills/strengths onto a sheet of paper. This summary will serve as a basis for your presentation to employers.

## VI. INTERVIEW QUESTIONS *at a glance* - start here... practice!

- Listed below are some of the typical questions that may be asked during an interview.
- Additional sample questions (some more oriented to the full-time job search) follow.

1. Tell me about yourself.

### **Prepare a brief summary that is relevant to the position for which you are interviewing:**

Highlight pertinent information from areas of your resume (use the main categories of your resume as your “mental outline”) including academics, activities, and past jobs. Topics to touch on could include:

- Why you chose PC, your major, related courses, academic achievements etc.
- *Stress primary skills and experiences* related to the internship (e.g., “You may be interested in my customer relations experience developed as a waiter over the past 2 summers...”).
- Some students choose to add a few personal details-- where they are from, went to high school...
- Wrap-up (or begin) your answer with why you’re interested in this internship, organization and/or career field. Two-three minutes max.

**Practice your response to this question with a Career Counselor or other resource person; however, don’t sound rehearsed and mechanical in your response! Be enthusiastic!**

2. Why are you interested in this internship opportunity? How does this opportunity relate to your career goals and/or academic interests?
3. What do you hope to learn or gain from this experience?
4. What do you know about our organization?
5. What are your strengths? Your weaknesses? Examples? What skills and strengths can you bring to this internship position?
6. Why did you choose Providence College? Your major?
7. What classes do you enjoy most (or least) and why?



### **Getting Started With “Behavioral Interview Questions”**

These are questions that probe/seek out specific examples of the strengths, skills, etc. that are relevant to the position. To prepare for behavioral questions, think about concrete examples of your accomplishments (in academics, jobs, activities etc.) and specific examples of your strengths. Review the internship position description and career materials/resources to identify key skills and competencies and consider examples of where you demonstrated specific skills, abilities etc. Think in terms of **P.A.R.** (a problem, challenge or responsibility you faced, the action you took, and the result or accomplishment) as you assess your accomplishments.

1. Describe the biggest challenge (in a job, activity, group project, etc.) and how you handled it.
2. Tell me about a work (or school) situation where you had to do creative problem solving.

3. Tell me about a situation where you had to persuade someone to accept your idea or proposal.
4. Tell me about a time when you had to make a decision, but didn't have all the needed information.
5. Describe your most significant contribution in your last job (activity etc.).
6. Give an example of a time you dealt with a difficult customer or client. How did you handle the situation? How do you know you were successful? What would you do differently?

**Some of the common skills or behaviors that interviewers may probe for include:**

assertiveness  
 commitment to task  
 creativity & imagination  
 dealing with ambiguity  
 decision making  
 focus  
 interpersonal strengths  
 goal setting/achieving

leadership  
 listening  
 management  
 oral communication  
 organization & planning  
 problem solving & analysis  
 team work and team building  
 time management

## VII. SAMPLE QUESTIONS FOR YOU TO ASK



Not all of these questions may be appropriate to your particular situation. Use the questions below as a starting point, adapting them to the position for which you are interviewing; also ask some of your own.

If you are undertaking an internship for academic credit, there may be additional questions related to your learning goals and/or departmental requirements as outlined in the P.C. Learning Agreement for Internships and Field Experiences, available in the Forms Section @ [www.providence.edu/career](http://www.providence.edu/career)

1. What are the basic tasks and responsibilities of this position?
2. Could you describe the work of previous interns?
3. What qualities and skills are you looking for in an intern?
4. What can I expect to learn through this position?
5. Describe the training and supervision I would receive (by whom, duration, frequency).
6. How will I receive feedback and evaluation on my performance?
7. What is the overall structure and environment of the department where the internship or position is located?
8. What are your scheduling expectations in terms of # of hours, days per week, etc.?  
How flexible or structured is the schedule? Are evening hours expected?
9. What special challenges might I expect to encounter as an intern?
10. When can I expect to hear from you regarding this position?



## VIII. MORE INTERVIEW QUESTIONS

*You don't have to practice answers to ALL of the questions below, but a brief review may be helpful to you. Seek assistance from Career Services as needed!*

### Questions Actually Asked in Screening Interviews:

*Examples of the six most common types of questions asked by interviewers during the 102 interviews audiotaped for the University of Minnesota study, Journal of Career Planning & Development*

#### **Questions About College Experiences**

- ❖ Tell me about your course work (or tell me about your educational background.)
- ❖ How long have you been in school?
- ❖ What is your GPA?
- ❖ How do you find time to study?
- ❖ What kind of extracurricular activities have you been involved in?
- ❖ Have you had a course in (-)?
- ❖ What's your proficiency in (-)?
- ❖ Why are you majoring in (-)?
- ❖ What did you learn about yourself in (-) class?
- ❖ What classes have you most enjoyed?
- ❖ Is there any class you have completely disliked?
- ❖ What was your most difficult class?
- ❖ How have you changed since you started college?
- ❖ Is there anything you have been involved in at college that you are really proud of?



#### **Questions about Work Experience**

- ❖ What type of position do you have now?
- ❖ How did you find your current job?
- ❖ How many hours do you work per week?
- ❖ What did you like best about your job?
- ❖ How were you evaluated in (-) position?
- ❖ Why don't you want to stay in (-) business?
- ❖ Tell me about your past sales experience.
- ❖ Is there any one thing you feel you learned as a (-)?
- ❖ What would your past supervisors tell me about you?
- ❖ What has been the most difficult thing you have had to sell?
- ❖ Tell me about your last situation with an unhappy customer. What did you do?
- ❖ Did you ever have a customer get mad at something that wasn't your fault?
- ❖ Give me an example about a conflict with an employee and how you handled it?
- ❖ What has been the most difficult situation you've had to deal with? How did you handle it?

#### **Open Inquiries**

- ❖ Do you have any questions?

#### **Questions about Abilities, Aptitudes, Strengths, or Weaknesses**

- ❖ What are your strengths?
- ❖ Why would you be an asset to our company? What skills would you bring to our company?
- ❖ What is your best quality?
- ❖ What has been your greatest accomplishment? Your greatest disappointment?
- ❖ Do you think you'd make a good manager?
- ❖ Tell me about your leadership skills.
- ❖ What do you perceive as an area that could use some improvement?
- ❖ If you could start Monday on a self-improvement course, what one area would you like to improve?
- ❖ Have you ever had a communication problem with anyone?
- ❖ How would you handle people who are critical?
- ❖ Are you a good loser?

### **Biographical Questions**

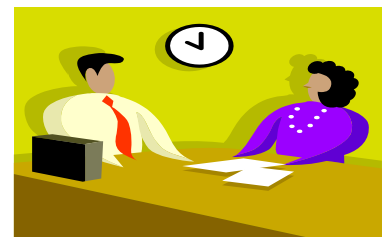
- ❖ Why don't you give me a brief verbal resume?
- ❖ Give me a little bit about your background.
- ❖ Do you think you have the personality to be a manager?
- ❖ What motivates you?
- ❖ Would you define yourself as a self-starter?
- ❖ Give me three words that best describe you.
- ❖ What are your interests?
- ❖ How do you think your friends would describe you?

### **Questions about Career Aspirations**

- ❖ What type of career are you looking for?
- ❖ Tell me your career goals.
- ❖ Where do you see yourself in 5 or 10 or 15 years?
- ❖ Why do you want to be a manager?
- ❖ What would you like to be making in 3 to 5 years?
- ❖ Would you describe yourself as motivated more by your goals or money?

### 50 Questions Recruiters Ask College Seniors:

- ❖ What are your long range and short range goals and objectives, where and why did you establish these goals and how are you preparing yourself to achieve them?
- ❖ What specific goals, other than those related to your occupation, have you established for yourself in the next 10 years?
- ❖ What do you see yourself doing in five years from now?
- ❖ What do you really want to do in life?
- ❖ What are your long range career objectives?
- ❖ How do you plan to achieve in your career goals?
- ❖ What are the most important rewards you expect in your business career?
- ❖ What do you expect to be earning in five years?
- ❖ Why did you choose the career for which you are preparing?
- ❖ What is more important to you, the money or the job?
- ❖ What do you consider to be your greatest strengths and weaknesses?
- ❖ How would you describe yourself?
- ❖ How do you think a friend or professor who knows you well would describe you?
- ❖ What motivates you to put forth your greatest effort?
- ❖ How has your college experience prepared you for a business career?
- ❖ Why should I hire you?
- ❖ What qualification do you have that make you think that you will be successful in business?
- ❖ How do you determine or evaluate success?
- ❖ What do you think it takes to be successful in a company like ours?
- ❖ In what ways do you think you can make a contribution to our company?
- ❖ What qualities should a successful manager possess?
- ❖ Describe the relationship that should exist between a supervisor and a subordinate.
- ❖ What are two or three accomplishments that have given you the most satisfaction and why?
- ❖ Describe your most rewarding college experience.
- ❖ If you were hiring a graduate for this position, what qualities would you look for?
- ❖ Why did you select your college or university?
- ❖ What led you to choose your field or major study?
- ❖ What college subjects did you like best?
- ❖ What college subjects did you like the least?
- ❖ If you could do so, how would you plan you academic study differently? Why?
- ❖ What changes would you make in your college or university?
- ❖ Do you have plans for continued study? An Advanced degree?
- ❖ Do you think your grades are a good indication of your achievement?
- ❖ What have you learned from participation in extra-curricular activities?



- ❖ In what kind of work environment are you most comfortable?
- ❖ How do you work under pressure?
- ❖ In what part-time work are you interested?
- ❖ How would you describe the ideal job for you following graduation?
- ❖ Why did you decide to seek a position in this company?
- ❖ What do you know about our company? From what sources?
- ❖ What two or three things are most important to you about your job?
- ❖ Are you seeking employment in a company of a certain size?
- ❖ What criteria are you using to evaluate the company for which you hope to work?
- ❖ Do you have a geographical preference?
- ❖ Will you relocate? Does relocation bother you?
- ❖ Are you willing to travel?
- ❖ Are you willing to spend at least 12 months as a trainee?
- ❖ Why do you think you might like to live in the community, which our company is located?
- ❖ What major problem have you encountered and how did you deal with it?
- ❖ What have you learned from your mistakes?



#### Behavior-based Interviewing Questions:

- ❖ Describe a time on any job, which you've held which you were faced with problems or stresses, which tested your coping skills. What did you do?
- ❖ Give an example of a time in which you had to keep from speaking or not finish a task because you did not have enough information to come to a good decision. Be specific.
- ❖ Give an example of a time in which you had to be relatively quick to come to a decision.
- ❖ Tell me about a time in which you had to use your spoken communication skills in order to get a point across that was important to you.
- ❖ Can you tell me about a job experience in which you had to speak up in order to be sure that other people know what you thought or felt?
- ❖ Give me an example of a time in which you felt you were able to build motivation in your co-workers or subordinates at work.
- ❖ Give me an example of a specific occasion in which you conformed to a policy with which you did not agree.
- ❖ Describe a situation in which you felt it necessary to be very attentive and vigilant to your environment.
- ❖ Give me an example of a time in which you had to use your fact-finding skills to gain information for solving a problem. Tell me how you analyzed the information to come to a decision.
- ❖ Give me an example of an important goal, which you have set in the past and tell me about your success in reaching it.
- ❖ Describe the most significant written document/report/presentation, which you have had to complete.
- ❖ Give me an example of a time when you had to go above and beyond the call of duty in order to get a job done.
- ❖ Give me an example of a time when you were able to successfully communicate with another person, even when that individual may not have personally liked you.
- ❖ Describe a situation in which you were able to effectively 'read' another person and guide your actions by your understanding of their individual needs or values.
- ❖ Name the biggest challenge you've had to face and how did you overcome it?
- ❖ Name a time when you had to work on your own with very little supervision.
- ❖ Who was the most difficult person you've had to deal with? Why was this person difficult? How did you deal with him/her?
- ❖ Name an ongoing project/assignment you've worked on. How did you approach the assignment?
- ❖ Name a time when you and a group, or you individually, came close to missing a deadline. How did this come about and what did you do about it?
- ❖ Describe when you had to do something you didn't like doing-what was it and how did you handle it?
- ❖ Name a time when you were forced to learn something brand new in a very short period of time-what was it and how did you handle it?
- ❖ Name a difficult project you've had to work on- why was it difficult? How did you handle it?



## IX. THANK YOU NOTES

### THANK YOU NOTE SAMPLE

Friar Box 181234  
Providence College  
Providence, RI 02918-0001

January 20, 2008

Ms. Jane Doe  
Public Relations Manager  
XYZ and Associates  
9876 Tremont Street  
Boston, MA 12345-0002

Dear Ms. Doe:

Thank you for the opportunity to meet with you recently to discuss the summer internship program at XYZ and Associates. I enjoyed meeting with staff members and especially appreciated your detailed explanation of the intern program and the public relations philosophy at XYZ and Associates.

As discussed, I believe my academic preparation, experience and activities will assist me in meeting the challenges of the internship position. My record shows that I have the motivation, drive and knowledge to make a solid contribution as a PR intern at XYZ.

If you have further questions, or if I can provide any additional information, please contact me. I look forward to hearing from you and to the possibility of working for XYZ and Associates next summer.

Thank you for your time and assistance.

Sincerely,

*Sign Here*

Susan B. Jones  
[Sjones09@providence.edu](mailto:Sjones09@providence.edu)  
401-865-0000

**Note:** DO NOT copy examples exactly as recruiters may receive the *same letter* from multiple PC students! Use this as a guide to draft your own letter and then seek feedback during Career Services Quick Question Hours. *Additional samples are available in Cover Letter/Resume Books in the Career Library, Slavin 111.*

## **THANK YOU NOTE SAMPLE**

Friar Box 181234  
Providence College  
Providence, RI 02918

September 5, 2007

Ms. Jane Wheeler  
Accounting Manager  
Accountants International  
38 Weybosset Street  
Providence, RI 02903

Dear Ms. Wheeler:

Thank you for the opportunity to interview with you yesterday regarding your fall internship program. After learning more about the internship opportunity and your in-depth training program, I am very excited about the prospect of working for Accountants International this semester.

As discussed during the interview, I am confident that my strong accounting skills and proficiency in Excel will assist me in making an immediate contribution to your department.

Should you require further information or references please feel free to contact me. I look forward to joining your team and hope to hear from you in the near future. Thank you for your consideration.

Sincerely,

*Sign Here*

John Beckett  
(401) 865-1234  
[jbeck09@providence.edu](mailto:jbeck09@providence.edu)

**Note:** DO NOT copy examples exactly as recruiters may receive the *same letter* from multiple PC students! Use this as a guide to draft your own letter and then seek feedback during Career Services Quick Question Hours. *Additional samples are available in Cover Letter/Resume Books in the Career Library, Slavin 111.*