



Twardowski Career Development Center
West Chester University
West Chester, PA 19383-4230

610-436-2501
fax: 610-436-3160
www.wcupa.edu/cdc

QUESTIONS

- Prepare a 1 minute summary of your resume and you can use it in interviews, career fairs and networking opportunities. Be able to articulate why you want to work for a particular organization. Put some effort into this—For example, many people want to work for a large or famous organization, why do you want to work for them? Make linkages to specific departments, areas or products/services of the company. What is their mission statement? Core values? Can you talk about those?
- When answering questions, it is a good idea to back up statements with examples. Be sure to give details and outcomes. See [STAR Method](#) for tips on Behavioral Interviewing.
- Always have questions to ask an interviewer. You can write them down in your notepad if you think you might forget. Always let the interviewer bring up money and pay attention till the very end for timelines and any next steps.
- If you do not understand a question, politely ask for clarification: “Can you help me understand what you mean by...” or repeat back your understanding of the question and ask for clarification. “So, my understanding is that you’re looking for examples of... is that correct?”
- Be sure to take a few moments to think about an answer if nothing comes to you right away. You can communicate that to the interviewer; that you need to think about the answer because the question is so interesting!