

The placement service at the college has invited three companies for a day of interviews specifically with students in the wind technology program. Miguel has set up interviews with all three including Vestra, Inc. that he had contacted earlier with a resume and cover letter.

Miguel wants to make the most of this opportunity so he plans to be fully prepared for each interview. He found a website that offered the tips listed on the right to help him prepare.



1. When Miguel goes to work at his internship, he wears jeans, a work shirt and boots. The jobs he will be interviewing for are hands-on jobs in the field. How do you think he should “dress professionally” for the interviews? Why?

2. What do you think Miguel should do if he is going to be late for one of the scheduled interviews?

3. What do you think Miguel needs to bring with him to the interviews?

4. What do you think Miguel should do to make a good first impression when he first walks in to begin an interview?

Be Prepared For Your Interview

- Dress professionally.
- Don't be late.
- Bring what you need.
- Make a good first impression.
- Practice answering interview questions.
- Ask the right questions.
- Make a good lasting impression as you leave.
- Follow up.

Name:

Period:

5. During any of the interviews, do you think it is appropriate for Miguel to ask about the salary and benefits being offered by the company? Why or why not?



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6. As Miguel leaves any of the interviews, what does he need to do to make a good lasting impression?

7. Write the body of a brief follow up letter to the Vestra, Inc. interviewer. Remember this is Miguel's opportunity to not only thank the interviewer, but also to remind the interviewer of who he is, the skills he has to offer the company, and that he is interested in taking the next step toward a job offer.

Vestra, Inc.

With more than 36,500 wind turbines installed in 63 countries, Vestra is the world's leading supplier of modern energy. Our core business comprises the development, manufacture, sale and maintenance of wind technology that uses wind energy to produce electricity. As a member of the Vestra team, we offer a competitive salary and one of the most comprehensive benefits plans in the industry.

Name:

Period: