

50 WAYS TO STAND OUT DURING THE JOB INTERVIEW PROCESS



Summary: Make your job interview stand out so the interviewer will remember yours above all of the other candidates.

The interview process is filled with numerous opportunities to stand out and be memorable. There are countless others applying for the same position so anyway you can make your application and qualifications stand out will be a win.

Application

1. Update your LinkedIn profile
2. Clean up your social media pages
3. Have an online portfolio
4. Obtain industry-related certifications
5. Address the hiring manager in the cover letter
6. Tailor your application to the position
7. Make your resume clean and organized
8. Include links to your online portfolio and social pages in the resume
9. Save your resume as a PDF
10. Include references

Phone Interview

11. Take the call someplace quiet and free of distractions
12. Bring reference materials like the job posting and description, resume, etc.
13. Answer the phone politely and professionally with your name
14. Have a friendly, upbeat voice
15. Just in case, have your voicemail message be professional
16. Speak slowly with a pause before your turn to speak
17. Thank the interviewer for their time
18. End the conversation in a professional way
19. Send a thank you email
20. Re-emphasize your interest in the job
21. Keep the note brief
22. Use a professional email signature

In-Person Interview

23. Dress professionally
24. Wear an outfit that is comfortable
25. Keep hair and makeup simple
26. Bring copies of your resume and cover letter
27. Print the copies on high quality paper
28. Arrive about 10-15 minutes early
29. Be especially kind to everyone you encounter in the building
30. Silence or turn off your cellphone
31. Stand up when the interviewer enters the room
32. Shake their hand with a firm hold
33. Practice social etiquette
34. Keep your interaction friendly but with an appropriate distance
35. Use research on the company to start the conversation
36. Maintain eye contact
37. Smile
38. Have a strong and confident posture
39. Ask genuine and thoughtful questions

40. Tie your experience to the job description and requirements
41. Don't be afraid to brag
42. Make your points clear
43. Thank the interviewer for their time
44. Ask for feedback
45. Listen to the comments carefully
46. Wish them a good day
47. Ask for a business card
48. Send a handwritten thank you note
49. Personalize your note to each interviewer
50. Emphasize your skills and qualifications for the job

What do you do to prepare for an interview? Share your experiences with us in the comments below.

To learn more about how to excel during an interview, read these articles:

- [6 Weird Interview Questions You Can Expect to Get during an Interview](#)
- [Ready, Set, Go! You Have 30 Minutes to Prepare for an Interview](#)
- [10 Ways to Calm Your Nerves before an Interview](#)

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