

**Resume  
and  
OCI / Interview  
Tips**

# Career Days/Coffee Chats

- Do some advance research (i.e. create Interview Planner, see Tab 4).
- Ask questions that demonstrate interest in the firm, “I see on your website that...”
- Dress appropriately; business casual is fine, but no jeans/t-shirts.
- Predetermine which firms you will visit (the time goes by quickly and you don’t want to miss firms you have a strong interest in).
- Visit tables alone rather than in a group.
- Make sure your name tag is visible.
- Collect business cards and follow up.
- During discussion try to share information that will identify you when you send a follow-up email.
- When sending follow-up emails refer to your discussion to jog the firm representative’s memory of who you are.
- Maintain eye contact.
- Remember your manners, don't interrupt your peers.
- Be yourself.

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