



## Preparing for Your Virtual Interview

### Important Information and Tips

It is likely you will conduct a virtual interview with your potential internship site prior to arriving in country. This is the time for the site to determine if you are a good fit for the internship position. You should treat this as you would an in-person interview and prepare accordingly. Below you will find some useful information to help you prepare.

If you have any questions, please contact your Program Manager directly and copy in the CAPA onsite team member who sent you the interview invite.

### STEP 1: Contact Your Site to Arrange the Interview

You will receive an email containing primary contact details and information about your potential internship placement from a member of the onsite Internships Team. **Make sure you reply promptly (within 24 hours).**

- **Use a professional tone** in your email and make sure to avoid being too casual. This is the first impression you will be making to your site and it's important to make sure it's a good one.
  - Start the email with 'Dear' and end with 'Kind regards' or 'Best'.
  - Never use 'Hey' or 'Hi' in your first correspondence to a site.

*\*See the template reply at the end of this document for support.*

- **Pay attention to the time difference** and provide several dates and times
  - **Provide your availability in their local time zone.** This will allow your potential site to arrange the call according to their schedule. A time zone converter can be found [here](#).
  - **Do not suggest weekends for the interview**, unless otherwise specified in the email you received from the CAPA Internships Team.
  - **Do not suggest late evening times** for the interview, as most offices close between 5pm and 6pm, unless otherwise specified.
- **Copy everyone in.** It is very important to 'reply all' in your emails to your site so that CAPA Boston and the onsite team are kept up to date regarding the interview process.

### STEP 2: Research and Rehearse

- **Research.** Find out as much as you can about your potential internship site before the interview. Use their website, LinkedIn page, and social media platforms (Facebook, Twitter, Instagram, etc.). Know the company's mission statement and think about how you can contribute to their organization. Please consider how your interests and previous experience align with the work of the organization and the provided role.
- **Rehearse.** Prepare for your interview by making sure you can answer some commonly asked interview questions. Take some time to reflect upon your academic studies,

work experience, and extra-curriculars. Refer to your resume and cover letter when answering questions. Showcase how these experiences make you an exceptional candidate.

- **Suggested resource:** [The Guardian's Commonly Asked Interview Questions and how to answer them.](#)

### STEP 3: Setup Your Interview Space

- **Make sure your tech is working BEFORE the interview.** Test your computer, camera, and microphone before the interview to avoid any technical problems.
- **Choose an area that looks professional and tidy.** Aim to find an indoor location where you can have a plain background behind you, and you will be undisturbed for the duration of the call. Virtual or blurred backgrounds are a good tool to use if you are unable to find a professional-looking space

### STEP 4: Ace Your Interview

- **Dress professionally.** Dress as you would for an in-person interview. It will help you get into the right professional mindset.
- **Focus on the camera, not on yourself.** Sit up straight and give the impression that you're making eye contact by looking into the camera, not at your image on the screen.
- **Prepare some questions.** Once the interviewer has finished with their questions, they will most likely give you an opportunity to ask your own questions. You will look much more interested and engaged if you have prepared these prior to the interview. (*Example: 'What do you enjoy most about working for this company?'*)
- **Suggested resource:** [Online Job Interviews – Practice and Preparation](#)

### STEP 5: Follow up

- **Send a thank you message.** Within 24 hours of your interview, you should send an email to the person who interviewed you to thank them for their time and to reiterate your excitement about the potential opportunity.

*\*See the template reply at the end of this document for support.*

- **CAPA will inform you of the outcome of the interview.** If successful we will let you know and you will then receive more information two weeks before the program and during your internship orientation in London. If unsuccessful you will be notified, and the internships team will be in touch to provide details of an alternative placement.



## Initial Reply Template:

Dear *(Primary contact name)*,

Thank you for the wonderful opportunity to interview for a role with you. I was very excited to read the internship description and the tasks detailed in it. I am looking forward to hearing more about the position, and to answering any questions you may have.

I am available for an interview next week at the following times (please note, all times indicated are in *local time zone*):

- Monday 26th: 12 noon- 5pm
- Thursday 29th: 12 noon – 4pm
- Friday 30th: 12 noon – 4pm

Thank you for your time and I look forward to speaking with you.

Best,  
*(Your name)*

## Thank You Email Template:

Dear *(primary contact name)*,

I wanted to thank you for taking the time to talk with me yesterday. I really enjoyed learning more about (the internship site), and the position.

The position seems to be an excellent match for my skills and interests. *(Add a sentence specific to something that was talked about in the interview)*

Thank you again for taking the time to speak with me.

Best,  
*(Your name)*