

*We are excited to introduce you to our quarterly newsletter where we will cover topics of interest focused on career success and recruiting*

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## *Tips for interview success*

### **Do your diligence on the firm (and the interviewers) with whom you are meeting.**

Set aside time to review the firm's website in detail, and familiarize yourself with their portfolio and strategy – what types of businesses do they invest in, and why are those businesses interesting to you? Identify the firm's differentiators to understand how they are unique compared to other investment firms. Most firms will post press releases regularly, and plenty of firms are also sharing insights penned by investment professionals. Some investors will also publish their own insights or musings on Twitter, LinkedIn, Medium, etc. While press releases will keep you informed on fund level updates, investors' thoughts and observations might offer a valuable glimpse into a firm's intellectual culture. Be mindful of your "why" as you do your research and aim to succinctly (but thoughtfully) articulate why you are interested in the firm. To the extent possible, do some diligence on your interviewer ahead of time, and be sure to check LinkedIn for any announcements that they have shared on specific deal work. Try to get a sense of whether they have a specific industry focus, so that you can prep accordingly – in short, know your audience.

### **Remember: Anything on your resume is fair game.**

Review your resume in detail before the interview and be prepared to talk about your story as well as your specific deals and projects. Set yourself up for success by reviewing older deals to avoid stumbling on numbers and seeming unprepared. Know your audience and be mindful that you could be chatting with someone who might be intimately familiar with one of your projects. If you've announced a new deal or made any other changes to your resume, make sure your interviewer has the most recent version before the interview begins. Beyond your deal experience, your interests, language and technical skills, and volunteer experience are all fair game as well. Keep your resume honest, clear, and relevant.

**Know your elevator pitch but abandon the script.**

Interview preparation is important, and it is helpful to prepare an outline of what you'd like to cover during a resume walkthrough – your own personal elevator pitch. Your elevator pitch doesn't need to include deal-related specifics as your interviewer will ask pointed questions about your deal/project experience. Think of this as your easy response to the typical interview prompt, "Tell me about yourself." In 60-90 seconds, aim to cover the essentials: who you are, what you've done so far, and your future goals. You might include interesting details that don't jump off your resume – are you a classically trained musician, or did you teach yourself to code? Are you a first-generation college student? A twin? Why did you choose your college, and your major? Let your interviewer get to know you beyond the bullet points of your work experience. Most importantly, practice your elevator pitch with friends or consider recording yourself to make sure that your message sounds natural, clear, and confident. Change up your language a bit each time you practice so that you don't inadvertently tie yourself to a script.

**Send a thank you note.**

Set a reminder for yourself to send a follow up note ideally within 24 hours of your interview. It's easy to forget during a busy workday, so hold yourself accountable with a reminder or alarm on your phone. Your note doesn't need to be long but be sure to add one or two specific details relevant to your conversation. Thank you notes are always appreciated, and their absence is often noticed, especially by more senior investors who are accustomed to "thank you note culture." Remember that firms are evaluating your candidacy beyond the context of your interview: your manners, your email etiquette, your attire and professionalism, the way you interact with an admin or building security – these things can all factor into a firm's ultimate hiring decision. In addition to sending a note, connect with your interviewer via LinkedIn to remain top of mind. Be mindful of your LinkedIn commentary (and social media presence in general) and err on the side of professionalism.

**Be open and honest about your timing.**

Whether you are communicating with a recruiter, or discussing your timeline with an interviewer, be direct and honest about your timing. Especially if you are actively interviewing and managing multiple process timelines, it is important to proactively communicate any potential timing pressure. Perhaps you are in early stages with your top firm (Firm A), but you've just scheduled a final round with another firm (Firm B) – you will want to let your recruiter and/or interviewer know that you are most excited about Firm A, but you are also interested in Firm B and could soon receive an offer. It is better to communicate this potential timing pressure as soon as possible, rather than waiting until after you've received an offer. While it is important to be honest about your active processes, it is just as important to be honest if you are not interviewing with other firms. Hiring decisions take time and it can take weeks (even months) for an offer to materialize – don't apply false pressure to a firm just because you want to hear an update.