

Closing An Interview: Tips to Seal The Deal

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Your job interview has been going great, and it's coming to a close.

The final few minutes are crucial. You don't want to blow it by saying the wrong thing on your way out the door.

To leave a good impression with the interviewer, your final words and gestures should be enthusiastic and confident.

It's All in the Delivery

Are you unsure how to close a job interview? Take your cue from the interviewer.

During the interview, pay attention not only to what the interviewer says but also to how she says it. Notice her body language, tone of voice and level of formality. And then tailor your closing remarks accordingly.

But, no matter how the interview behaves, always be confident. Look her in the eye when speaking. Thank her by name and firmly shake her hand when saying goodbye.

Accentuate the Positive

Use the final few minutes of your job interview to emphasize the skills that make you right for the job. This will ensure that your strengths will be one of the last things that the interviewer hears -- helping her to remember them.

Rehearse your closing so that you are not fumbling over your words. You'll want to sound smooth and natural, not boastful. Start by saying how impressed you are with the company and the people you've met. Then transition into why you'd be a good fit for the position.

End Notes

You should end your job interview on an enthusiastic, but not aggressive, note. Reiterate your interest in the job, but try not to sound anxious or desperate. Instead, express how exciting and challenging you think the role would be -- and what a good fit you'd be for it.

Finally, ask the interviewer if there's anything else you can do to show your strengths as a candidate. For example, you can offer to send samples of your work if appropriate.

The Next Step

Don't leave a job interview without knowing the next step in the hiring process.

For example, will the company be calling candidates back for another round of interviews? Are they planning to check references? When do they anticipate that a hiring decision will be made?

You may also want to ask the recruiter how he would prefer you to follow up with him. Can you call him on the phone, or would he rather that you email him?

Not only will this information help reduce post-interview anxiety, it also shows the interviewer that you're thorough and conscientious.