

Etiquette Tips for Virtual Interviewees

Dear [Candidate's Name],

Congratulations on securing an interview with [Company Name]! To help you prepare, here are some etiquette tips to ensure a successful virtual interview:

1. Test Your Technology

Ensure your computer, camera, microphone, and internet connection are working properly before the interview.

2. Choose a Professional Setting

Select a quiet and well-lit location for the interview, free from distractions.

3. Dress Appropriately

Dress as you would for an in-person interview, opting for professional attire.

4. Be Punctual

Log in to the meeting platform a few minutes early to show your commitment and enthusiasm.

5. Maintain Eye Contact

Look at the camera when speaking to create a sense of engagement and connection.

6. Practice Good Body Language

Sit up straight, smile, and use hand gestures appropriately to convey confidence.

7. Have a Notepad Ready

Take notes during the interview to help remember important points and questions.

8. Follow Up

Send a thank-you email after the interview, reiterating your interest and appreciation for the opportunity.

Best of luck in your interview!

Sincerely,
[Your Name]
[Your Position]
[Company Name]