Tips for Successful Interview

✓ Arrive a few minutes early.
✓ Check your dress and grooming before you arrive.
✓ Bring extra resumes and reference lists.
✓ Be friendly and professional with the receptionist.
✓ Emphasize your best skills and experiences for the job and give examples.
✓ Practice answering difficult questions.
✓ Answer the questions “Why should I hire you?” even if it is not asked.
✓ Be relaxed and friendly during the interview.
✓ Summarize your key strengths
✓ If you want the job, say so.
✓ Follow up with a thank-you note.