

INTERVIEW TIPS

Tips for a Successful Interview:

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

