

# 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.