JOB INTERVIEW

FIRST IMPRESSIONS MAKE A STATEMENT

- > Dress appropriately.
- Look neat and clean.
- Be enthusiastic.
- > Be polite and show respect.
- > Be on time.

BE PREPARED



- Bring your résumé and references; a notepad and pen; a list of questions to ask about the job and/or company; and a sample of your work (if applicable).
- Learn as much about the company as possible. The more you know about the company, the more you show your interest in working for them.

KNOW YOURSELF, THEN SELL YOURSELF

- Be prepared to discuss your strengths and weaknesses.
- Present your weaknesses as positive attributes.

Talk about your accomplishments, skills, and abilities and how they can be applied to the job.

FOLLOW UP

Follow up your interview the same day (or the next day) with a thank-you note or email! Let them know you are interested in the job.



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