

# Preparing for a Job Interview

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First impressions are important in a job interview.

The most important element in obtaining a job is the job interview. Potential employers look for candidates that are confident, sharp and equipped for the position. The interview process offers job seekers an opportunity to rise to the top of the candidate pool. Often several equally qualified candidates apply for the same position, which makes the interview session even more important. Here are a few tips to help you prepare for your next job interview.



## Instructions

1. Update your resume. If your work history, education or personal information has changed since applying for the job, make the necessary corrections on your resume and application. Bring a copy of your updated resume to the interview.
2. Learn everything you can about the organization. Research company history, products, services and goals. Being able to display a working knowledge of the industry is impressive to potential employers.
3. Know your strengths and weaknesses. Study your resume and be ready to defend any gaps in employment or lack of degrees. Also be prepared to sell yourself by highlighting related strengths, skills and experience.
4. Prepare a few questions for the interviewer. Don't talk too much, but do ask relevant questions as the opportunity arises. Actively participating in the interview process will display a desire to learn more about the company and the position.
5. Practice your presentation. A day or two before the interview, have a friend or family member interview you several times. They should ask a few tough questions in addition to obvious ones. Make adjustments to your presentation as necessary.
6. Decide what you are going to wear. Depending on the position, some companies have stricter dress codes than others. A suit works well for most interviews. If in doubt, wear a nice pair of dress slacks or skirt and a traditional button-up shirt or blouse. Make sure your shoes are not scuffed or dirty.
7. Get a good night's sleep. Don't drink too much alcohol, and go to bed early the night before the interview. Eat a good breakfast the next morning to avoid a growling stomach. Arriving at the interview refreshed and alert will make a good impression.

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