



# JOB INTERVIEW

## Tips

### 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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