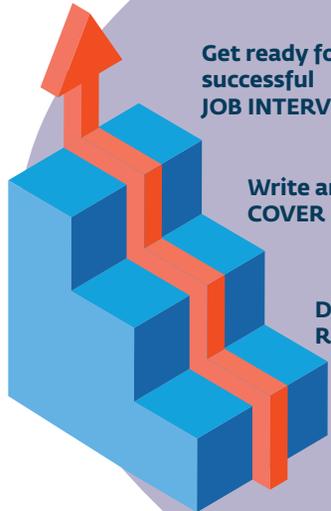




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YOUR CAREER PLAN
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**The strategy and preparation
are the keys to successful job
hunting.**



**Get ready for a
successful
JOB INTERVIEW**

**Write an attractive
COVER LETTER**

**Develop a strong
RESUME**

**Connect with EMPLOYERS and
make BIG DREAMS attainable!**



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TIPS *for* SUCCESSFUL JOB INTERVIEW

Conduct research on the employer and the position before arriving to interview; the more research you conduct, the better you'll be able to answer interview questions.

- Meet and greet in a polite and positive way; don't be late.
- Wear clothing that would be a level higher than you would expect to wear to this job on a daily basis; avoid overuse of cosmetics, fragrances or jewelry.
- Make a good first impression; express enthusiasm; shake hands with the interviewer and smile.
- Be prepared to ask and answer questions in a job interview effectively; demonstrate your knowledge and be honest.
- Show interest; tell why you want to work for that company; tell good, interesting, relevant stories about your experience.
- Talk about the skills you've developed that will help you do the job you applied for, and that the company would benefit from it.
- Reduce nerves: the best way to manage those nerves is to get prepared and practice in the right way to know what to expect, what your key points are, and how to project your best self.
- Turn your weakness into strength: e.g. "I don't have much experience yet - but I want to learn more, and I'll do my best, as I'm very passionate about this job!"
- Identify your top-selling points: Who are you professionally? Why are you qualified for this position? Why are you here? - Once you've got bullet points for each of these steps, it's time to put them all together into a polished, powerful elevator pitch. The goal is to wrap up your pitch in a concise and confident way.
- Remember the importance of body language; your non-verbal communication can be judged as much as the responses you give to questions you're asked; the effective forms of body language including smiling, eye contact, solid posture and active listening.
- Eye contact conveys confidence: you're confident about yourself and you're confident in your ability to do the job.
- Nothing improves interview confidence like preparation and practice.
- Don't ask about salary, benefits and vacations until you receive a job offer; it's important to know the going rate for jobs in your field and in your job market; do your research and when you're asked, you can offer a salary range instead of a concrete number.
- Don't badmouth your previous employer; don't appear desperate.
- Thank the interviewer; make each interview a learning experience.