

Always prepare for a job interview ahead of time. The first thing you should do is assess your skills by identifying your strengths and weaknesses. Next, find out as much as you can about the company with which you are interviewing. Be prepared to explain how your abilities will contribute to the organization. The third thing you should do is to prepare a list of questions about the position for which you are interviewing. Make sure you do not ask about the salary at this point.

After the interview, write a thank you note as soon as possible to the person who conducted the interview. A handwritten note will make a better impression than an e-mail. In addition to being good manners, it reminds the interviewer who you are, and it sets you apart from the other candidates.