

Preparing for a Job Interview

A job interview gives you the chance to sell yourself to a possible employer. To make a good impression, you should prepare for the interview ahead of time. First, assess your skills. Be honest with yourself when identifying your strengths and weaknesses. Second, learn as much about the employer as you can. Think about how your abilities would contribute to the organization.

Before you go into the interview, gather information you may need during the interview such as:

- Names and addresses of former employers
- Names and addresses of references
- Social Security card
- A copy of your resume
- School records

Place this information in a folder and take it with you to the interview. It is also a good idea to prepare a list of questions you have about the company and the position being offered.

After the interview, be sure to write a thank you note to the person who conducted the interview. This is not only good manners, it will also remind the interviewer who you are, and will set you apart from the other candidates.