

10 Tips for Job Interviews

DO YOUR RESEARCH

- **Research the company, product lines and competitors.**
- **Ask questions at the interview to reveal your research on the company.**

THE INTERVIEW

- **Keep your answers brief and concise.**
- **Include concrete, quantifiable data when discussing your strengths.**
- **Repeat your key strengths three times.**
- **Prepare five or more success stories.**
- **Put yourself on their team. Deliberately use the words “we,” “our” and “I”.**
- **Try to delay the salary discussion until you’re offered the job.**

IMAGE

- **Image is often as important as content. Maintain good eye contact, offer a firm handshake, stand erect and sit tall.**

AFTER THE INTERVIEW

- **Send a “thank you” letter or note to everyone who interviewed you, restating your skills and your keen interest in the company.**

SOURCE: Career coach Julie Landau

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