INTERVIEWING TIPS

• Research the business before the interview.

• Know the location of your interview and plan your drive time so you will not be late (always arrive EARLY).

• Always print your resume on high-quality paper.

• Bring copies of your resume and references; store them in a portfolio.

• Prepare questions of your own.

• Think, in advance, about answers to questions you might be asked.

• Dress for the job or company.

• Greet the employer with a firm handshake.

• Display a confident posture and maintain eye contact.

• Be positive. Avoid negative comments about past employers.

• Do not appear desperate.

• Ask for the job if you want it.

• Follow-up with a thank you letter.

• For additional tips, visit: pcfwd.org/worklink_youth_cafe.asp
FAST FACTS

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Newport News, VA 23602

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