

Article #3 –Tips for a Successful Job Interview



Vocabulary: interview, application, resume, references,

You have your first job interview! The best way to impress your interviewer during the interview is to follow a few simple rules.

Rule #1 - Dress Appropriately. The most important rule for teen interviewing is to dress appropriately. The clothes you will wear to an interview are different from the clothes you would wear to the mall or out with friends.

Rule #2 - Practice Interviewing. Ask a family member or friend to ask you some questions, so you can practice your answers. You can find a list of common interview questions on the Internet.

Rule #3 - Be Prepared. Don't just show up for the interview. The more information you have, the better impression you will make on the interviewer. Bring the following information with you to the interview: job application, resume, and references.

Rule #4 - Be Polite. It's essential to have good manners when interviewing. Shake your interviewer's hand. Don't sit until you are invited to. Don't slouch in your chair. Don't use slang or swear. Be polite, positive, and professional throughout the interview.

Rule #5 - Know Your Schedule. Know what days and hours you are available to work. The employer will ask. Also know how you are going to get to and from work, if you don't drive.

Rule #6 - Be On Time. Arrive at the interview site a few minutes early. If you're not sure where to go, get directions ahead of time. Make sure you have a ride.