

VOCABULARY - advice



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Interviews

*Essential tips which
your teacher will explain to you.*

outfit	one-on-one	panel	punctual
prepare	research	appearance	résumé
education	work experience	references	skills
recreation activities		confidence	over-friendly

Your résumé

1. A one-page **résumé** is mostly acceptable.
2. List your **education** from the latest backward and remember the name of the Institute and the date of attendance.
3. List your **work experience** from the latest backward and remember the name, city, and date of a job.
4. **Skills** and **awards** are also important. List them.
5. Prospective employers want to know more about you in your free time. List your **recreational** activities.



Preparing for the interview

1. Do some **research** on the job and company that you are going to be interviewed for.
2. Ensure that you have the correct address and arrive at least fifteen minutes before your appointment so that you can relax before the interview.
3. Be **punctual** - never be late!
4. Practice how to answer some common interview questions before the interview.
5. Draw up a one-page **résumé** - point form with all your personal information on it.
6. Send your **résumé** with a covering letter to the applicable person at the company.
7. Wear an appropriate **outfit** for the interview. Your appearance is important. Dress rather conservatively.
8. Ensure that you have valid **references** on your résumé with their contact details. Inform them before the time that you are using them as references so that they know.
9. Your interviewer might be one person, i.e. a **one-on-one** interview or you may be interviewed by a **panel**, i.e. more than one person. Be prepared for both.

During the interview



1. Sit up **straight** in your chair, don't **slouch**!
2. Be specific and not too short in your answers.
3. Show **interest** and **enthusiasm**.
4. Wait for the interviewer to talk about the salary. You might have to negotiate.
5. Be **polite**, not **over-friendly**.
6. Be **confident**, but not **over-confident**.