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Job interviews

1 Read and match the headings (A–H) with paragraphs (0–7). The first one has been done as an example.

A A good start

B A personal profile

C Are you a show off?

D Do you really want this job?

E First impressions count

F Know your stuff

G What do they want?

H Why should we give you this job?

How to be successful in your job interview.

(0) A _____

If you've been asked for a job interview, then somewhere in your letter of application or CV you have done enough to convince your future employer that you have something to offer. It's now important to prepare yourself to make certain that you impress your interviewer.

(1) _____

The first thing to do is to think about what you would want or expect if you were the one who wanted someone to work for you. The person interviewing you is not trying to trip you up; they are simply looking for the best person to fit the job.

(2) _____

If they ask you about yourself, then keep things simple. Don't give them your life story. Think about what information would help you get the job.

(3) _____

Of course it's important to dress well. Don't go over the top, but make sure that you are smart and dressed appropriately for the kind of job you are applying for. It's also important that you arrive on time, preferably a few minutes early.

(4) _____

It's also sensible to have done some research about the company. If you know a bit about the job and the employer, this will indicate that you are serious. Don't ask questions about perks – it's not a good idea to only seem to be interested in money and holidays.

(5) _____

Another thing to think about is what you have to offer the company. Think about your skills and what you would be able to offer. It's also good to be fairly honest about your strengths and weaknesses – employers like it when they feel they can trust you.

(6) _____

One thing which is really important is to be positive and confident. But, be careful not to be overconfident because that can put people off.

(7) _____

Finally, think of some questions to ask the interviewer at the end of the interview. Questions about the job or the organisation will show that you really are interested and you are not just there because you need a job – any job.

So, these are our tips to help you have a successful interview. The rest is up to you – Good luck!