

## **Job interview key points - Exceed expectations:**

**Dress:** Think about how you would dress for the job you are applying for, and go one step above that. That alone will separate you from 80% of your peers that are applying for the position or interviewing for the position.

**Always take a copy of your résumé with you.** Don't assume they looked at it and don't assume they have a copy with them.

**Investigate the company** especially if it's local and go over the points or the information you have in the car before you walk into the appointment.

**On time is late.** If you're not sure where it is then go find it before your interview. Getting lost and then having to call and say you're late is a sign of an organization and a sign of future issues.

List of things that will disqualify you in almost right away.

Ask about the next step before you leave the interview

**No Experience?** Then document examples of your successes. Do you do things in your church? Do you do things for your family? Have you babysat before have you created anything? Do you do social media online?

**I always attach a cover letter or notes.** If you're applying online, the notes should very succinctly. Say what you can bring to them why you should be the choice.

So create this statement well ahead of time as something you can use for this interview and other interviews

Make it clear to the interviewer or what you want to get out of the position and what you're willing to bring them in exchange. This might be a separate sheet that simply says your pledge to them on what you will do like show up on time follow instructions ask questions, etc.