

[Sample Article - 375 Words]

How to Ace Your Next Job Interview

A job interview is not generally something we look forward to. It can be fairly daunting if you are depending on the job to get ahead in your chosen career. So, what are the important things to remember when searching for that special job and about to attend your first interview?

It doesn't matter what the actual job is, whether it be office work or manual work, the first thing you should do is dress to impress. Potential employers like neat, they like clean and the first impression they get of you is the way you present yourself at interview.

Importantly, you should be on time for your interview. So, go a little earlier and allow for any potential traffic or transport delays. There may be an event that you don't even think of that could hold you up, but in that case you will have a good reason to explain your being late.

Prepare For Your Job Interview

Preparation should be done for your interview. Anticipate any potential questions and have the answers ready. The interviewer will expect you to be quite vocal about your aspirations and how your skills can achieve the job description. So do your homework on the company and the position, find out as much information about the job as you are able to, from the company website and the position advertisement.

Try to be as confident as you can, shake hands when you meet the interviewer, look them in the eye and smile. Many times you will be applying to be part of a team, so the interviewer will be looking at how you might 'fit in' with others in the business and of course their clients. Be natural, not overconfident. Listen to the questions and take your time answering them. Answer with honesty.

Finally, at some time during the interview you will be asked if you have any questions. Your preparation will have you listing any queries you may have from your investigation of the position. If you haven't got the answers by the time you are able to ask, don't hesitate to fill in the remaining gaps. The interviewer will see this as an indication of your initiative and interest.