

Career Opportunities

Preparing Yourself For A Job Interview: Tricks Of The Trade

(NAPSA)—Job hunters, take note. This is one of the toughest markets in nearly a decade, but recent news indicates that we may be headed for an upward swing in employment.

In the search for a job, the interview is often the single most important factor in getting that position you've been looking for. It's all about that first impression.

The experts at Adecco, the world's largest staffing company, offer the following tips for conducting yourself during that all-important interview. Follow these tips and you may be that much closer to your first paycheck:

- Always arrive early.
- Bring an extra copy of your resume, just in case.
- Dress professionally and err on the side of conservative. Regardless of the type of job you're after, everyone presents a more professional image in proper business attire.
- Be enthusiastic, but not phony. Ask for a detailed description of the job early in the interview, as that shows great interest. Not only that, you can then talk about how your skills and experience are a perfect match for the position.
- When asked, "Tell me about yourself," limit your answer to one or two minutes, highlighting personal and professional achievements.
- Don't use one-word answers—they imply nervousness and/or a lack of interest.
- Let your interest show by asking questions. In fact, prepare some questions to bring



Knowing how to conduct yourself is an important part of having a successful job interview.

with you. Visit the company's Web site, get to know what the company is about, and you're sure to come up with two or three questions that will impress your interviewer.

- If you feel the interview is not going well, don't show that you're worried. The interviewer might be trying to get a better read on your personality.
- Turn off your cell phone. You don't want to rudely interrupt your interviewer or stop the interview short.
- Finally, always send a thank-you note. Take the time to send it on letterhead, since e-mail can seem impersonal.

Adecco is the global leader in employment services, connecting people with jobs through its network of nearly 6,000 offices in 58 countries. To learn more about how Adecco can help you land a rewarding temporary or full-time job, visit their Web site, www.usadecco.com.