

## Top tips to impress at a job interview

**Arrive on Time: Firstly**, make sure you arrive around ten minutes before your interview is scheduled... On the day, leave yourself plenty of time and be sure to check any travel information about trains, buses...

5 **Dress Appropriately:** Your interviewer will probably see you before they hear you, so knowing what to wear in an interview can put you ten points... Different industries have varying expectations when it comes to dress code... It's a good rule to be too formal rather than too casual.

10 **Treat Everyone with Politeness and Professionalism:** Even before you get to the interview room or meet your interviewers, be well-mannered and positive with the reception staff and anyone else... You could be working with them in a few weeks' time.

15 **Benefit from Body Language: Your** body language and handshake are vital in creating the right impression. Make sure you're not avoiding eye contact, glancing nervously from side-to-side, playing with your clothing ...always be positive ... Don't forget to smile...

20 **Building up the Right Impression :**This is a theatrical performance - they are the audience, you are the performer, and you're on your own...Above all it's important to try and stay calm and to remember why you're there ; be clear about what you want to say and ask ; keep your cool and don't rush your answers.

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