

The interview is the place where you get the opportunity to shine. You have polished your resume and ensured that it showed the proper skills and emphasized the appropriate work experience. You sent out neat and professional cover letters along with your application packets. And you were friendly and professional on the phone when called to schedule the interview. Now that you are about to meet your potential employer, you need to be sure you project the most positive image possible.

Many experts advise practicing your interview skills with a friend or family member who will give you honest feedback about your abilities. You want to be professional and courteous, always addressing the employer with a formal name unless instructed otherwise. You also want to answer some standard interview questions in a short and specific way. Practice your answers to some sample questions you find online. This will give you a feel for the type of questions the interviewer may ask and also for the type of environment you may encounter.

Along with the practice sessions, it is important to give yourself a pep talk. You need to be confident in your ability to do the job. Otherwise, the employer will pick up on your doubt and sense that there is a reason you would not be suitable for the position. Review your resume and look at the skills you have that meet the requirements of the job. Practice talking about these skills and be positive about your achievements. Do not be afraid to mention awards, sales records, or other accolades that you have received.

Above all, go into the interview with a positive attitude. One of the biggest mistakes that people make going into an interview situation is thinking about how much more qualified other people are or what aspects you lack. Focus on your attributes and not your shortcomings. And remember that this is not the only job out there, so if you do not get it, you will get another one.

Another thing to remember is that you may be asked to comment on people or situations you do not like. Do not take the opportunity to bad mouth anyone or insinuate that your problems at your last job were someone else's fault. Anything negative you share will only reflect badly on you. So keep your comments positive and redirect any attempt to be negative.