

Read the passage and do the tasks that follow.


Preparing for a job interview can be stressful, particularly when you are called for the first interview. Below are some pieces of advice that can help you reduce the feeling of pressure and create a good impression on your interviewer.

Before the interview

You should find out as much as possible about the job and the vacancy. Before the interview, you have to send a letter of application and your résumés to the company to express your interest in the job and to show that you might be the most suitable candidate for the position.

When you come to the interview, remember to bring with you your school certificates and letters of recommendation from your teachers or your previous employers. In addition, you may jot down your qualifications and experience that can relate to the job and prepare for the questions that are often asked during the interview.

Make sure you know where the interview is and how to get there. Be on time or a few minutes early. Don't forget to dress neatly and formally.



During the interview

You should concentrate on what the interviewer is saying and make a real effort to answer all the questions the interviewer asks. Be clear, polite and honest. If you do not know something about the more technical aspects of the job, admit it and stress that you are willing to learn. Show enthusiasm when the job is explained to you. Always show your best side, your keenness to work and your sense of responsibility.

Don't forget to say goodbye to the interviewer before leaving the office.