

# Make the Right Impression

## There's more to getting a job than just filling out an application.

When the economy was booming a few years ago, jobs were plentiful – and good ones at that. Now that the job market is a little tighter and more competitive, it's all the more important for you to show up at an interview well prepared.

Although skills, training and work experience carry a lot of weight, the fact is that some hiring decisions end up being based on first impressions and performance in an interview. Obviously, employers are looking for the best candidate for the job. That means they're usually looking for the most motivated, organized, determined, and qualified person for the position.

Preparing for an interview involves a lot more than bringing your resume and dressing well for the appointment. To present a well-put-together package in person, you need to know exactly what kind of job you are seeking.

For more info on assembling a resume, check out:

[www.jobweb.com](http://www.jobweb.com)

[www.provenresumes.com](http://www.provenresumes.com)  
(includes great information on applications as well)

Learn as much as possible about the company you want to work for. Talking to current or former employees to get a feeling of what typical company policy and everyday work is like tells a lot about a company.

The Internet is also a wonderful resource for discovering the vision and mission statement of companies. As you're researching the company, jot down questions and comments that you may want to ask during the interview.

Being involved in the interview process rather than simply answering questions demonstrates an interest in the position and an eagerness to learn – both good traits in an employer's eyes.

Arrive early for

your interview and take extra pains to present a neat and professional appearance. (C'mon, it's not like you have to keep the tie on all day!) This is your only chance to make a strong first impression – and you want it to be a good one. Since many first-time interviews are brief, hiring decisions are often based on personal interaction and appearance.

And Mom was right: manners count. Enter with a polite confidence, demonstrate a willingness to work and you're likely to leave with a job! 🙌



## Ramp Up That Resume

Here's the chance to use all those vocabulary words that your English teachers insisted you learn. For instance....

### Use...

assembled  
maintained, oversaw  
performed  
assisted  
managed, supervised, coordinated  
demonstrated  
staffed

### Instead of...

put together, made  
looked after  
did  
helped  
in charge of  
showed  
ran

### Other "power words" include:

Achieved • Acquired • Calculated • Conducted • Created • Designed • Developed • Eliminated • Established • Generated • Implemented • Improved • Organized • Planned • Produced • Resolved • Selected • Solved