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# HOW TO HAVE A WINNING JOB INTERVIEW

To help you get the job you want, the author has drawn from her years of experience in career counseling and from in-depth interviews with hiring officials in education, business, and industry to provide a step-by-step approach to help you

- Research the company before your interview
- Plan your approach
- Make the most of your resume
- Rehearse your responses
- Maximize your skills and background
- Make the best possible first impression
- Feel at ease participating in the interview
- Use communication skills to sell yourself
- Find out about the company's policies and practices
- Use your references to the best advantage
- Convey your interest in the company and the job
- Discuss special considerations such as unusual talents or handicaps
- Relate your education and training to the job requirements
- Make effective decisions during the interview
- Handle being turned down or getting the job offer
- Follow up after the interview.

Deborah P. Bloch, Ph.D.

# Have A Winning Job Interview

**J Elliott**



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