



Interview & Resume Tips: Prepare the night before

Everyone gets nervous during an interview, but there are some things you can do to combat the nerves so you will ace the interview. Here are some basics on settling your nerves (at least for the night before the interview).

1. Look up all directions to the interview site the night before so you are not more nervous about getting where you need to go on time.
2. Pick out the outfit you will be wearing to the interview the night before — you have more of a chance of making a sound decision about your outfit if you decide ahead of time what you will wear.
3. Rehearse your speech. Go over your interview pitch the night before. You will feel more prepared if you can anticipate questions or problems before they arise.
4. Take deep breaths before you walk in to meet the boss or interviewer. This will help with anxiety issues.

Putting together a resume can seem like a daunting task at times, but it does not have to be. Here are some tips that may assist you in putting together a resume.

1. Know your objective. Writing your objective and knowing what type of job you are looking for is important. If you have a good and clear objective on your resume it will show employers how focused you are.
2. Make sure everything makes sense. By this I mean does it sound right to you? Read over what you have written time and time again. The more you read over what you have written the less likely you are to avoid mistakes on your resume.
3. When you are done with your resume, have someone read it over for you. They may catch errors you were not able to see. Two eyes are better than one.
4. Do not list references on your resume. At the bottom of your resume write 'references sent upon request.' Do this in bold and italics.
5. Print your resume on quality paper. You may want to go to an office supply store and spend a



little more on some professional looking paper. I am not a fan of white, but cream or buff always suits my resume well. You may use colors, but pick hues which are easy on the eyes like a soft gray or blue.

These are just a few of the ways you can ace that interview without so much anxiety and bring a resume with you that will get you the job. Sometimes you may interview for a **job**, but the employer is not ready to hire just yet. Do not fear – it is not you. They may not be ready to make a hiring decision at the present time. Keep in touch and let the prospective employer know you are very interested in the job and would like to follow up. Sending a note of thanks after your interview is a nice way to thank the busy boss who took time out of their schedule to interview you. They will appreciate the act of kindness.

See the following articles for more information:

- **[21 Major Interview Mistakes to Avoid at All Costs](#)**
- **[The Best Way to Prepare for a Job Search and Interviews](#)**
- **[How to Talk About Other Interviews in Your Interviews](#)**
- **[How to Answer the Tell Me About Yourself Interview Question](#)**
- **[How to Answer the Do You Have Any Questions for Me Interview Question](#)**