

10 Tips to Ace Your Next Job Interview

Summary: Follow these 10 tips to give yourself the best chance of receiving a job offer in your next interview.



Interviews may be the hardest test you ever take, and you will most likely have to take it over and over again. Study for this test by preparing and using as much advice as possible to make it easier each time. The more you take this test, the better you will become at it.

- See **6 Things to Never Do Before Interviews** for more information.

1. First impressions matter

Starting the interview off with a smile and firm handshake makes a good first impression. Start the small talk immediately during the walk to the interview room if there is time. Interviewers often make the decision whether to hire you or not within the first 30 seconds of meeting you.

2. Go prepared

Read through your cover letter, resume, and the job description one last time. Research the company either directly through their websites or through other information sites. Also research the average salary for this position in the area in case they **ask you how much money you want** during the interview.



3. **Be clear**

Don't ramble on in your answers. Give clear and concise responses, taking a moment to collect your thoughts if needed.

4. **Show why they should hire you**

Most job postings list qualities they are looking for in a candidate, so demonstrate to them through your answers and examples that you are that person. Have at least three solid points about yourself that relate to the job and company.

5. **Be positive**

Negative answers will prevent you from being taken seriously and receiving a job offer. No company wants someone that is negative, because they bring everyone near them down, ruining the morale and productivity of the employees. Be able to spin bad experiences into positive ones where you learn an important lesson.

6. **Body language can give you away**

The way you sit and answer a question during the interview can make you look unsure, unprofessional, cold, and more. Keep good eye contact, good posture, and unfolded arms to show your enthusiasm and friendliness.

7. **Expect anything**

Interviewers will often try to catch you off-guard with a random question or ethical question, so practice a wide variety of questions beforehand to be better prepared to answer anything thrown at you.

8. **Build a rapport**

Studies show that being positive and enthusiastic rubs off. Be genuine and ask the interviewer about themselves.

9. **Ask questions**

An interview is the perfect time to clarify things. If they ask you a question you don't fully understand, ask for clarification. At the end of the interview, ask them if there is anything else they need to know about you.

10. **Etiquette and manners**



Ask for a business card so you can easily follow up after the interview with a thank you email and card. In the thank you card, thank them for taking the time to interview you and reiterate why you are interested in the company and position. Make mention of something particular that you talked about in the interview that will strike a chord with the interviewer.

- See **Essential Etiquette for Every Job Interview** for more information.

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