

Tips for presenting yourself effectively

1. Come in thoroughly prepared.
2. Smile and be friendly
3. Show genuine enthusiasm throughout the interview.
4. Maintain good eye contact.
5. **Listen. . . . Listen. . . Listen**
6. Speak slowly, clearly and to the point in a conversational tone.
7. Answer questions honestly.
8. Ask good, thoughtful and focused questions.
9. Don't interrupt.
10. Know YOURSELF very well. Your best skills, personal qualities, your most important accomplishments and your values and priorities.