

What to Bring With You To the Interview CHECKLIST

- Interviewer's name, phone number, company name, and address
- Your resume
- Copy of your cover letter
- Job application form filled out, if you have it in advance
- Your portfolio (pictures, architectural drawings, samples of your work)
- Names, addresses, and phone numbers of three business references
- Work permits
- Social Security number
- Money for bus, tolls, telephone
- Notebook & pen that works
- Write in the notebook and practice what you will say in response to the question most frequently asked first by most interviewers: "Tell me a little about yourself." *Stick to experiences and accomplishments that are relevant to the job.*
- Write in the notebook the questions you will ask during the interview
- Don't forget the 'power' questions
- Write in the notebook and practice a wrap-up statement for closing the interview that says again why you believe you will be an asset to the company in this position and why you want the job
- Be there 15 minutes early
- Shoulders back, eye contact, SMILE and good luck!

PRACTICE interviewing with a friend before the big day. Find a list of frequently asked interview questions on the Internet and take turns role-playing each part.

FIND more interviewing tips at the following web site, sponsored by the Northern Michigan Public Library Cooperatives.

<http://www.MiJob.info>