

**DIMWIT'S GUIDE TO...**  
**ACING ANY JOB**  
**INTERVIEW**



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## INTRODUCTION

Sooner or later, everyone must face the daunting task of interviewing for a job. Whether it's for just a job to keep your bills paid or if it's the dream job you've always wanted, there are many things that you have to remember before you can get that job that you so desire.

Most people assume that the most important part of a job interview is showing up well groomed, but there is more to it than that. Everything that you could ever want may be riding on your behavior at a job interview. The smallest thing can mean the difference between you having a new job or you still pounding the pavement trying to score a new interview.

It is common knowledge that it is generally the smallest detail that causes people to fail a job interview. The fact that you can score an interview at all shows that you already have the right stuff for the job. However, scoring the interview is merely the first step in the journey that is to get you the job of your dreams.

This book is to be your comprehensive guide to winning that job that you so crave. In following the steps listed here, you will have all of the knowledge required to get your body through that door that you are most trying to step into. In this book, you will learn:

- How to get the interview of your choice.
- How to prepare for the interview.
- How to make a great first impression.
- How to conduct yourself during the interview.
- What the most common questions are.

- What questions to ask your interviewer.
- What common mistakes you should avoid making.
- About the post-interview follow up.
- Questions that interviewers cannot ask.

## CHAPTER 1 - HOW TO GET THE INTERVIEW

Scoring the interview for the job that you want doesn't have to be rocket science, sometimes you can score that interview by simply making a phone call. There are many ways that people go about trying to get an interview. The methods of achieving one vary by company. It is best to know what the company's application process is before taking your first step.

Generally, when a company is hiring they post an ad in the newspaper or an online job bank. How to contact them is usually included in the ad as well. You don't want to email a resume to a company that is requesting that you walk in with your resume, you don't want to call a company that requires a faxed resume, and etc. Ignoring their initial contacting information will guarantee that you will not get that interview because you have already proven that you can't follow simple directions.

Sometimes, you can get a job lead from a friend before the job has been posted. If this is the case, you can either ask the friend to give the employer your resume and cover letter. If your friend doesn't actually work where the lead came from, you can try calling about the position and ask what the application procedure is.

There are four general methods of applying for a job and they include:

### **Sending a Resume**

Some companies prefer that you mail in your resume. For this type of approach, it is best to include a cover letter with your resume. The cover is a basic letter that describes the position that you are interested in and a few details of your qualifications and skills. It is basically your lead in to your resume.

Before writing your cover letter, you should know whom the letter is to be addressed to. You normally want to avoid beginning a cover letter with

“Dear Sir or Madame” and you never want to address it “To whom it may Concern.” It shows that you have not prepared and that you are not looking for a specific position with their company, but any job that you can get your hands on. Basically, it is disrespectful to your prospective employer.

### Emailing Your Resume

Emailing resumes is becoming a commonplace way for recruiters to get resumes. Most companies offer this method as an alternative to the others. However, there are few tips on how you should go about it.

You should attach your resume as a word document or PDF file. These are the most common formats and what most companies will accept. The subject line should read like this: Smith, John (clerical position). This makes it easy for the recruiter to know who the email is from and what it pertains to. It also assures that your email will be read.

Sometimes there are specific methods for addressing an emailed resume. Some companies have certain subject line requirements so follow them. If your company wants you to paste your resume, don't send attachments because your email will be deleted right away.

### Faxing Your Resume

Again, you will need to include a cover letter when you fax in your resume. If you are not using your own fax machine, be sure to include your proper contact information. The rules for your cover letter are the same as for mailing your resume. More about cover letters will be provided a bit later on in this book.

### Walk-In Your Resume

For this type of application procedure, you will want to dress appropriately. You would want to dress just like you would for an interview. Companies usually ask you to do this if you are going to be working directly with customers. They ask for a walk in because they want to get a look at your grooming habits right away. Sometimes, a walk in will have the employer

giving you a brief interview on the spot, to see if they will require a formal interview later. So be on your best and most appropriate behavior.

Also, walk-ins do not require you to bring in a cover letter with your resume. Your appearance is sort of the cover letter. Sometimes, you will be requested to fill out an application form as well. Smile and be polite, no matter who you are talking to. That could be the difference between getting an interview and just taking an extra trip for nothing.

### Telephoning for an Interview

It is not particularly common anymore for companies to ask you to call them for an interview. That is usually saved for jobs that include sales and/or jobs that are not so easily applied for by the other methods.

Telephoning for an interview is a bit common when a company requires that you be on the phone a lot. It gives them a feel for the quality and the personality of the person on the phone. When making this type of interview request, always speak in a clean and clear manner. Be polite and be prepared to answer any questions that may be asked of you. You might approach the telephone interview like this:

“Hello Mr. Brown, I am Mike Sandal. I am calling with regards to your ad in the Post about the clerical position.” If you are asked your experience and/or previous work experience, be prepared to answer quickly and explain how long you have been doing that type of work and give a brief description of your duties.

The correct way to build your resume will be included later on in this manual. It will give you the correct way to format your resume so that it gets noticed for all of the right things.

## CHAPTER 2 - WHAT EMPLOYERS ARE LOOKING FOR?

When an employer decides to conduct an interview with you, there are certain things that they are looking for from you. Naturally, you are likely to simply focus on some things during an interview, but you should remember all of the tips in this manual, because following these tips is what is going to make the employers see everything you are made of.

Since everybody wants to have a leg up when it comes to an interview, it is naturally appropriate to let you in on what the employers are evaluating you on during the interview. So here is that list.