

TOP

Career Tips for a Successful Future

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Job Interviewing

1. Bring a copy of your resume
2. Gather information about the company
3. Bring transcripts and references
4. Bring a pen and some paper
5. Dress for success:
 - Conservative two-piece business suit (solid dark blue or gray is best)
 - Conservative long sleeve shirt/blouse (white or pastel is best)
 - Clean, polished, conservative shoes
 - Well-groomed hairstyle
 - Clean, trimmed fingernails
 - Minimal cologne or perfume
 - Empty pockets—no large objects or loose coins
 - Light briefcase or portfolio case
 - No gum, candy or cigarettes
 - No visible body piercing (nose rings, eyebrow rings, etc.)
6. Arrive 10 minutes early
7. Get a good night's sleep
8. Eat a small snack before an interview to control stomach grumbling
9. Go alone - no children
10. Use a firm handshake

Equal Opportunity Employer/Programs. Auxiliary aids and services are available, on request, to individuals with disabilities.

Labor Market Information and Career Information
A Department of the Texas Workforce Commission
www.lmci.twc.state.tx.us
(512) 837-7484 or toll free 1-866-938-4444

