



Attending this workshop will give you the skills needed to impress an employer in an interview, from what to wear, to how & when to follow up after the interview

In order to interview successfully, you really need to understand the interview process from start to finish, which involves the following ideas and concepts:

- What is considered appropriate dress for an interview?
- What information should be brought to an interview?
- What is the best way to handle applications, and what is the difference between an application and a résumé?
- What is involved in getting to the interview (and getting there on time)?
- What are the various types of interview formats, and how do they differ?
- How does non-verbal communication affect the interview?
- What are the KSAs (Knowledge, Skills, and Abilities)?
- How should you handle the interview questions and answers, including illegal questions?
- What questions should you ask the interviewer?
- How should you close the interview?
- When should you send a Thank You letter after an interview?

To Register for this FREE Workshop, contact the American Job Center Office Nearest You Today



Danielson	95 Westcott Road • 860-412-7000
Willimantic	1320 Main Street, Tyler Square • 860-450-7603
New London	Shaw's Cove Six • 860-439-7670 option 6
Norwich	113 Salem Turnpike, North Bldg., Suite 200 • 860-859-5777

To learn more about the wide range of workshops available, visit www.ewib.org or www.ct.gov/dol

Note: Not all workshops are available every month. Certain workshops may require a minimum number of participants to avoid cancellation. Please check the monthly calendar for availability.

This program is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.