

## Tips for Your First Interview

### 1. Practice Ahead of Time

Try answering some common interview questions out loud, like “Why do you want this job?” or “What are your strengths?” Practicing will help you feel more comfortable and ready to share your thoughts.

### 2. Research the Organization

Spend a few minutes learning about the place where you’re interviewing. Knowing a bit about their mission, values, or programs shows that you’re interested and serious about the opportunity.

### 3. Dress Neatly

Wear something comfortable yet professional. You don’t need to be overly formal, but make sure you look clean, put-together, and ready to make a positive impression.

### 4. Arrive on Time (or a Few Minutes Early)

Plan to arrive about 10 minutes early to give yourself time to relax and prepare. Being on time shows that you’re reliable and respect other people’s time.

### 5. Be Friendly and Polite

Greet your interviewer with a smile and a handshake if it feels appropriate. This helps create a positive first impression and makes you appear approachable and enthusiastic.

### 6. Take a Deep Breath

If you’re feeling nervous, take a deep breath before you answer each question. It’s normal to feel a little anxious, but breathing can help you stay calm and think clearly.

### 7. Listen Carefully

Listen closely to each question before you answer. It’s okay to pause and think for a moment before responding—this shows you’re thoughtful and genuinely interested in giving a good answer.

### 8. Show Your Enthusiasm

Let your excitement for the job or role shine through! Even if you’re unsure about your answers, a positive attitude and genuine interest can make a big difference.

### 9. Use Examples in Your Answers

When answering questions, try to share examples of times you’ve shown responsibility, worked with a team, or solved a problem. Stories are a great way to show who you are and help the interviewer understand your experiences.

### 10. Ask Questions at the End

If they ask if you have any questions, try to ask one or two! You could ask what a typical day looks like or what qualities they look for in a good team member. This shows that you’re engaged and interested in learning more.

### 11. Be Yourself

Remember, they’re interested in *you*! Don’t feel like you have to be someone you’re not. Just relax, be polite, and let your personality shine.

## **12. End with a Thank-You**

At the end, thank your interviewer for their time and the opportunity. A polite “thank you” leaves a great final impression and shows your appreciation. Interviews are just conversations to help them get to know you. With these tips, you’ll be able to relax and put your best foot forward. Good luck—you’ve got this!