



A. **Prepare** for the interview.

B. **Dress** appropriately.

C. **Be** neat.



D. **Bring** your resume and ID.

E. **Don't be** late.

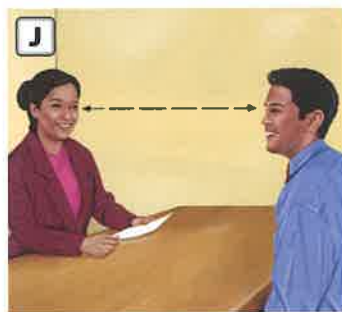
F. **Be** on time.



G. **Turn off** your cell phone.

H. **Greet** the interviewer.

I. **Shake** hands.



J. **Make** eye contact.

K. **Listen** carefully.

L. **Talk** about your experience.



M. **Ask** questions.

N. **Thank** the interviewer.

O. **Write** a thank-you note.

More vocabulary

benefits: health insurance, vacation pay, or other things the employer can offer an employee
inquire about benefits: to ask about benefits

Identify Dan's problem. Brainstorm solutions.

Dan has an interview tomorrow. Making eye contact with strangers is hard for him. He doesn't like to ask questions. What can he do?