

## Top Reasons Why You Will Get the Job

1. You have a keen understanding of your skills and long-range goals.
2. You are well-informed about the company, its product, and its job.
3. You are honest about your strengths and weaknesses.
4. You tell the truth about your experience, salary history, and goals.
5. You make a good first impression; you dress professionally, and are clean, neat, and courteous.
6. You genuinely *want* to make a contribution to the organization you work for.
7. When asked, you provide a thoughtful, honest assessment of your current employer and co-workers, and you describe both their good points and their bad points (instead of just badmouthing them).
8. You have a professional-looking cover-letter and resume, which are free from typos, spelling errors, etc.
9. You write a thank you note to the interviewer immediately after the interview.
10. You ask sensible, well-prepared questions about the job and the company, and you listen to what an interviewer has to say.
11. You are excited by, and proud of, your accomplishments, yet you are able to present them in a modest, un-arrogant way.
12. You behave with courtesy, tact, and respect toward the interviewer, as well as any other company employees whom you meet.