

# *Atassh Consultants*

*Knowledge Processing House, Since 1991*

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Office No.4, Above Dr. Gupta's Clinic, S. S. Amrutwar Lane, Opp. Gate No.1 of Shreeram Mills (Reliance Office),  
Ganpatrao Kadam Marg. Lower Parel West. Mumbai 400 013.  
Tel: 2491 8484, 2491 8989 Fax: 2491 8900. Helpline 98700 00111, 98700 00222  
Web Site: [www.atassh.com](http://www.atassh.com) E-Mail: [atassh@rediffmail.com](mailto:atassh@rediffmail.com), [finance@atassh.com](mailto:finance@atassh.com), [training@atassh.com](mailto:training@atassh.com)

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## **All the Best for your Interview.**

### **Tips to help you put your best foot forward during a job interview.**

- Practice answering interview questions most employers ask. Have actual examples to describe your skills handy.
- Prepare a response so you are ready for the question, "What do you know about our company."
- Know the interviewer's name and use it during the job interview. Try to relate what you know about the company when answering questions.
- Make sure your interview attire is neat, tidy and appropriate for the type of the firm you are interviewing with. Bring a decent portfolio bag with copies of your resume. Also carry a pen and paper for note-taking. Carry at least two or three copies of your resume with you. Make sure that they do not get crumpled on the way.
- Arrive always five to ten minutes early for the interview.
- If you do not know how to get there for an interview ask the person who contacted for directions. If possible take time to visit the office ahead of time so you know exactly where you are going and how long it will take to reach there.
- Chew mint and throw it before you step inside the interviewer's office.
- Stay calm and try to be your relaxed self.
- Maintain eye contact with the interviewer. Listen to the entire question and pay attention before you answer. It will be embarrassing should you forget the question.
- Always let the interviewer finish what he/she is saying and only then reply. Repeat the question if you do not exactly know what it means.
- Try to relate what you know about the company when answering questions.
- When discussing your career accomplishments match them to what the company is looking for.
- Do not forget to thank the interviewer before you leave the room.