



# **How to take control at interviews and win that job: Be successful at interviews (Interview and Presentation Skills series Book 1)**

*Mairead Sheehan*

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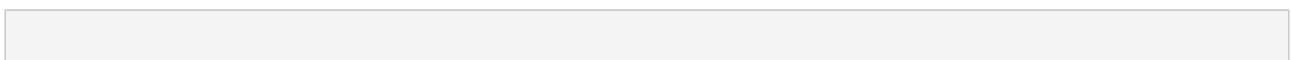
Imagine walking into every interview confident and sure of getting that job - well now you can! How to get that job, ace that interview and be confident in your approach. Buy this book now and learn to be confident and informative when meeting potential employers and bring your skills to the fore. Don't let anxiety and nervousness hold you back from getting the job you've always dreamed of. That job can be yours, you just need to reach out and grab it. Reach for the stars! How many times have you failed at interview only to find that the person hired was in fact not as competent or able as you, the difference was that you could not convey at interview how strong a candidate you were. Its time to change all that. Time to stop the modesty, nerves, the shyness, whatever it is thats holding you back. You can do it and you must do it!

A no nonsense guide to winning at interviews. Learn the skills needed to do an inspiring interview and impress your prospective employers. A positive attitude and preparation are the key and this book will show you how. It will guide you through the whole interview process, show you all the characteristics and skills an employer is looking for, what questions to expect and how to answer them. This guide will show you how to maximise your experience and skills set and get that dream job that you've set your heart on. Topics covered in the book include: Dealing with interview anxiety - don't let your nerves get the better of you, use them to optimise your results. What is the purpose of job interviews and the many different types of interviews there are. How best to prepare to firstly get the job interview and secondly to Wow! your interviewers. How to use action words and verbs to showcase your talents and experience. What questions to expect and how to prepare the best complete responses to them. Interview do's and don'ts. Questions to ask when its your turn. How to access how the interview went. How to dress for success. Methods to increase your confidence and self esteem which in turn will highlight your suitability to the role when you attend an interview.

Job interview, answering difficult questions, checklist for employment, presenting yourself well, expert guide to interviews, job interview techniques, interview preparation, saying the right things, what to wear at interviews.

About the author:

Mairead Sheehan is a talented, self published author and educator. She writes with authority and clarity of a subject that's dear to her heart and cuts out the waffle that is found in other books of this nature. Having many personal practical experiences of being interviewed together with many years of being the interviewer, she brings a new insight into the workings of the interview - from both sides of the desk. Mairead's background is in accountancy and administration but she returned to college as a mature student to earn her master's degree in business. She worked for several years as a community employment supervisor where she interviewed many candidates from many different walks of life for various positions in the community settings. She has seen first hand the poor interview skills of candidates who were in fact perfect for the role but did not deliver at interview. For this reason she has written this book and hopes that you will learn to showcase your talents, motivations and characteristics in a clear concise way when attending interview. She currently works as a teacher of business, mathematics and general studies where she is further developing her people skills.



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