

14 Helpful First Job Interview Tips for Teens

Before the Interview

- **Do your Homework** - Know the position and company before you go to the interview. If the company has a website, spend some time on it and familiarize yourself with what they do and how they do it.
- **Connect the Dots** - Think about any work, hobbies, or volunteering that could translate into skills for the job. Babysitting can show you are responsible and caring, and sports can show that you are a team player. You can turn any experience into relevant work experience with a little creativity.
- **Dress Professionally** - You probably don't need to be in a suit, but looking clean and put together shows the professionalism that any employer will admire, even if you are interviewing for a position where the dress is more casual.
- **Be on Time** - Not always simple or easy, plan to give yourself extra time in case you hit unexpected traffic. You are better off arriving early and sitting in your car for a few minutes than arriving late.

During the Interview

- **Look the Interviewer in the eye** - Eye contact always conveys confidence and maturity.
- **Think Before you Speak** - Don't be afraid to pause before answering questions. This shows thoughtfulness and will often lead to better responses than just speaking immediately.
- **Don't Swear** - Sometimes words that are part of your regular speech would be judged by the interviewer as unprofessional or immature.
- **Turn off the Cellphone** - This is a big one. Turn your cell phone off or put it in airplane mode, and put it away. Don't leave it out where you might be tempted to look at it during the interview.
- **Don't Chew Gum** - Chewing gum or hiding it in your cheek can be obvious to those around you. Spit it out before you leave your car.
- **Sell Yourself** - You want the interviewer to think that you are the best possible person for the job. Don't be embarrassed to highlight your strengths.
- **Project Confidence and Smile** - Even if you are nervous, the interviewer doesn't need to know that. You want to convey that you're comfortable in situations. So even if you are shaking, tell yourself, "the job is yours, and you'll do great."

After the Interview

- **Send a Thank You Note** - Not only does a thank you note allow you to say that you appreciate the time your potential employer took to speak with you, but it also provides you a chance to share any additional information that you may have left out of your interview.