

# Messenger Associates, Inc.

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### [Ace Your Next Interview](#)

The consultant team at [Messenger Associates, Inc.](#) has coached a great number of clients through successful job interviews. Before you head out the door for your next interview, we have a few tips to share.

**Prepare and Practice:** When you accept an interview, ask who you will be meeting with, and for how long. Interview formats can vary widely, so you'll want to know exactly what to expect. Practice your 2-minute introduction statement with a trusted friend or mentor so you will start the interview off confidently.

**Know yourself:** What are your key strengths? Be prepared with action-based examples. Remember, if you don't sell yourself, no one else will!

**Do your homework:** Research the company and any interviewers you will be meeting with online, but don't stop there. Tap your networking partners to uncover inside information.

**Actively participate:** Interviewing is a two-way street, so arrive prepared with a list of questions you want answers to, and make sure you get them before you leave.

By nature, interviews are contrived, often stressful situations. Above all, try and be yourself. If you are relaxed it is easier to connect with your interviewers using eye contact, pleasant conversation, and non verbal gestures.

### [Book of the Month](#)

**The Personal Efficiency Program: How to Get Organized to Do More Work in Less Time** (Gleeson,

2003)

This book details great strategies, methods and tips that help you work more efficiently, both individually and as part of a team. The author also discusses how to make technology work for you in the new generation workplace.

### **Points to Ponder**

Wisdom from an ancient Greek philosopher and mathematician seems to withstand the test of time as applied to the topic of interviewing in this issue:

“Do not say a little in many words, but a great deal in a few.” - Pythagoras