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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Interview Skills Crossword

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| **Across**  **3.** Never ask about your \_\_\_\_\_\_\_\_\_ during an interview.  **6.** When answering questions, use personal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to highlight your strengths.  **9.** Before an interview, you should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by laying out your clothes and planning to leave early.  **12.** When asked, "Tell me about \_\_\_\_\_\_\_\_\_\_\_," focus on interests and activities that match the job.  **14.** Remember to stay \_\_\_\_\_\_\_\_\_\_\_\_ when talking about a problem you've had or about your own deficits.  **15.** When you introduce yourself, you should have a firm \_\_\_\_\_\_\_\_.  **17.** During an interview, act \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the job even if you're not sure you want it. | **Down**  **1.** During the interview, make sure you talk about the \_\_\_\_\_\_\_ you bring to the job.  **2.** Arriving \_\_\_\_\_\_\_\_\_ to an interview makes a bad first impression.  **4.** It's important to be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ during your interview.  **5.** An interview is an opportunity to \_\_\_\_\_\_\_\_\_\_\_\_ your strengths and skills.  **7.** Use good \_\_\_\_\_\_\_\_\_\_ and other body language to show you are interested in the job.  **8.** Be prepared with 1-2 \_\_\_\_\_\_\_\_\_\_\_ you can ask at the end of the interview.  **10.** If asked to describe a challenge or problem, focus on how you \_\_\_\_\_\_\_\_\_\_\_ the challenge/problem.  **11.** Remember to use examples that highlight your character traits such as honest and \_\_\_\_\_\_\_\_\_\_\_\_.  **13.** During the interview, you need to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ clearly so the interviewer can understand you.  **16.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ professionally and in clean clothes. |

   Handshake       Prepare       Speak       Experiences       Professional       Pay       Questions       Highlight       Solved       Positive       Eye Contact       Late       Skills       Yourself       Dependable       Dress       Interested