



# INTERVIEWS: Boost Your Confidence in 5 Easy Steps



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Here's how to  
perform with  
confidence &  
clarity to  
increase your  
job offers...





# Understand the Company

Arm yourself with insights and knowledge and set yourself up as a top contender for the role.

## **Impress with Knowledge:**

Show your interviewer that you understand their company's mission, values, and goals, demonstrating your genuine interest in becoming part of their team.

## **Tailor Your Responses:**

Align your answers to showcase how your skills and experience perfectly match the company's needs, making you a standout candidate.

## **Confidence Booster:**

Ask insightful questions about the company's culture, future projects, or industry trends.





# Tell Me About Yourself

## **Highlight Qualifications:**

If they are looking for someone with specific industry qualifications or a degree, start by telling them you have what they want.

## **Summarise Your Experience:**

Briefly summarise your professional background, focusing on experiences and major accomplishments directly related to the position you're interviewing for.

## **Connect with Company Values:**

Share how your personal and professional goals resonate with the organisation's objectives, showcasing your enthusiasm for contributing to their success.

## **Showcase Personality and Passion:**

Provide insights into your passion for the industry. Share examples that illustrate your dedication, problem-solving abilities, and commitment to continuous growth and learning. This humanises your response and helps the interviewer envision you as a valuable addition to their team.







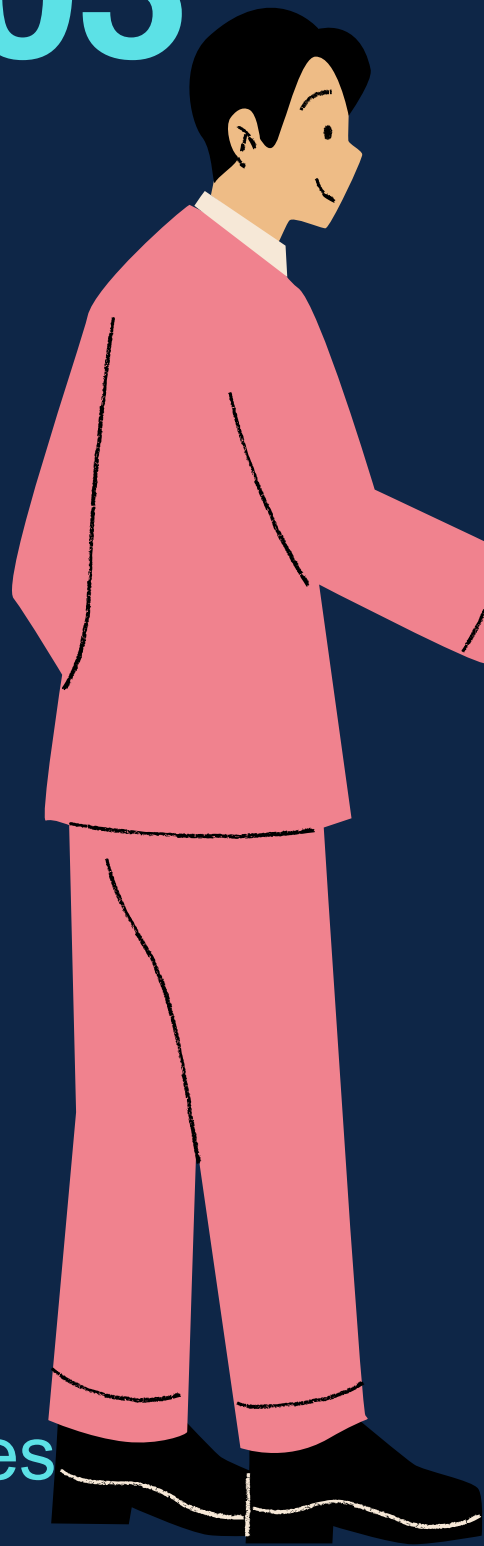
# Structure Your Answers

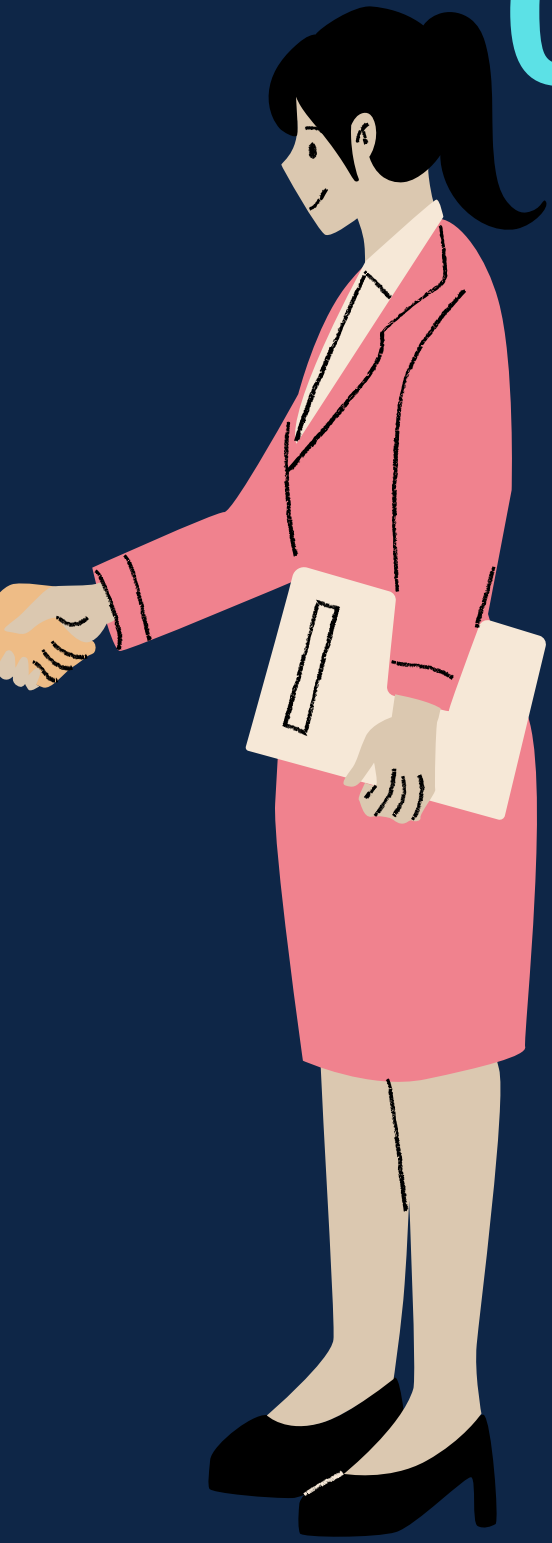
Deliver your points clearly, stay organised and focused, and communicate logically and clearly by structuring your answers.

Begin with a concise introduction that directly addresses the question.

Break down the main points of your answer using specific examples or data.

Summarise your key points and tie them back to the question and end on a strong note that leaves a lasting impression.





# Be Relaxed and Calm

Being relaxed and calm allows you to think more clearly and respond to questions more effectively.

A relaxed demeanour conveys confidence and professionalism.

The best way to feel relaxed is to thoroughly prepare for your interview.

This includes researching the company, practicing common questions and rehearsing your answers.

Practice deep breathing to calm your nerves.

Alleviate anxiety by visualising yourself succeeding.





# Keep it

## Conversational

It's not an interrogation!

Conversational interviews encourage active engagement and allow the interviewer and interviewee to establish rapport more easily.

They also give you the opportunity to showcase your personality, fit and communication style, and allow you to demonstrate soft skills such as listening, empathy and adaptability, leading to a more productive and authentic exchange.





# Unlocking Success & Mastering Interviews



Good Morning Vicki,

Just wanted to give you another update.

My interview went well and after it was completed, the interviewer said he was happy with how I'd performed and offered me a provisional position, starting the initial training in August this year!

So we've got there!

Once again, I want to say thanks for your help and coaching in preparation for that day. It really helped and gave me the confidence to achieve this goal.

CW







I just wanted to let you know that after submitting my new CV, I've had a number of interviews.

I've put into practice all of the things we covered in our interview coaching sessions and was surprised to receive 2 job offers (for project manager roles with leading engineering companies) in quick succession, one of which I've now accepted.

**Thank you do much for your help!**

CB







Hi Vicki,

Sorry, the last few days have been very busy  
★ ★ and I forgot to message you back.

The interview went very well. I was offered  
the position straight away  
at the end of the interview and I have accepted it.  
It seems like a great company to work for and  
★ exactly what I was looking for.

Just wanted to say a big thank you to Sian and  
yourself for all your help.

The company owner told me he had already  
made up his mind to hire me after reading my CV,  
so your services played a huge role in landing this  
position.

Thanks for all your help,  
KS

## Ready to Nail Your Next Interview?

Sign up now for a **FREE 20-minute Discovery Session** with our expert  
interview coach!

Uncover valuable insights, identify key areas for improvement, and gain  
confidence to ace your interviews.

Don't miss out on this opportunity to take your career to the next level.

**[Book Your Session Today.](#)**

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