Day 1

1. Thank you for the interview yesterday.

2. I believe I’m a good match for the position.

3. Please feel free to contact me if you need any more information.

4. I look forward to hearing from you.

5. Sincerely, respectfully, best

Day 2

1. Tell me about yourself.

2. What did you like most about your last job?

3. What did you like least about your last job?

4. Are you a punctual person?

5. Do you have a good attendance?

Day 3

1. How would you deal with a difficult customer?

2. Where do you see yourself in 5 years?

3. Why should I hire you?

4. Tell me about your strengths.

5. Tell me about your weaknesses.

Day 4

1. Don’t be late, but don’t be too early.

2. Don’t bring children to an interview.

3. Turn off your cell phone.

4. Don’t wear too much jewelry.

5. Don’t wear a hat or sunglasses.

Day 5

1. Don’t tap on the table or chair.

2. Don’t chew gum.

3. Don’t slouch in the chair.

4. Don’t use rude language.

5. If you can’t come, call, apologize, and try to reschedule.

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Day 6

1. Take a shower and brush your teeth.

2. Use deodorant, but not perfume.

3. Make sure your clothes are clean and look nice.

4. Arrive 5 to 10 minutes before your interview.

5. Smile and shake hands.

6. Be polite and respectful.

Day 7

1. Make good eye contact during the interview.

2. Sit up straight in the chair.

3. Thank the interviewer for their time.

4. Tell them again why you would like the job.

5. Write a thank you note or email the same day.

Day 8

1. I’m a positive, friendly person.

2. I get along well with others.

3. I’m a quick learner.

4. I’m not afraid to ask questions when I need help.

5. I’m digitally literate.

Day 9

1. In five years I hope to have a better education.

2. I’m always reading books.

3. I’m improving my English reading and writing skills.

4. I’m improving my English speaking and listening skills.

5. I want to learn more about working online.

Day 10

1. What benefits come with this job?

2. What are the hours?

3. Would I need to work on the weekend?

4. Do you have any advice for me?

5. I have a lot of work experience in my country.

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