**INTERVIEW TIPS**

* DO NOT discuss salary expectations or benefits with the firm you are interviewing with, Moser Legal will negotiate this for you
* If there is anything at all that you are unsure of, please don’t hesitate to contact us. We are more than happy to guide you

**TIPS ON HOW TO PRESENT YOUR SKILLS/EXPERIENCE:**

* Prepare and rehearse what you want to say, and pluck relevant information for the job you are being interviewed for, from your work history
* Be able to clearly describe the scope and specifics of your responsibilities for each position you have held
* Be able to offer the interviewer a clear description of why you think you can offer their firm/chambers more than any other candidate.

**TIPS ON HOW TO PRESENT YOUR PERSONALITY:**

* Be ready to discuss your short and long-term goals
* Have you served on any committees or boards? If so, what were they and what made you decide to become a member?
* Throughout your career, have you ever been asked to take on extra responsibilities?
* Ask questions which show the interests you have in the firm/business

**APPEARANCE:**

* Prepare and dress yourself for the position. Conservative, corporate and immaculate attire is most suitable for an interview: blazer, suit pants, dress/skirt (not too short), blouse / smart top / shirt, clean and polished shoes
* As you are applying for a position in a corporate industry, please consider any piercings and tattoos you have on show
* Ensure your hair is neat and that your fingernails are clean
* Offer the interviewer a firm handshake
* Make eye contact

GOOD LUCK!