Complete the gaps with ‘a’, ‘an’, ‘the’ or ‘ø’ for zero article.

SURVIVING THAT INTERVIEW: top tips from recruitment Consultant Sara Patel

To beat those nerves and give ____ star performance, ____ interview skills are ____ must. Read on and give yourself ____ fighting chance of getting that job...

Before ____ interview: ____ friend of mine gets offered every job she goes for. Why? Because she always knows more about ____ company than ____ interview panel! Most will have ____ website where you’ll find ____ wealth of information; use this to decide if and why you want to work for them.

At one interview I was asked about my experience of working with ____ young people. My reply, “What experience?”, was met with ____ embarrassed silence. I’d forgotten about ____ youth work I’d done back in ____ ‘80s which was on my application form. So be prepared! If you have to rack your brains when asked about something you yourself wrote, it will look really suspicious.

Looking at ____ job description also helps you to anticipate ____ questions you may be asked. Employers say ____ top reason why ____ people fail ____ interviews is that they simply don’t prepare well enough. What tends to happen then is total silence, or ____ ridiculous response.

At ____ interview: ____ golden rule is “Be on ____ time!”, even if it means getting up at dawn and walking ____ streets for ____ while. And prepare your interview clothes. You’re not going to get that plum job dressed in your____ jeans and ____ trainers, even if they are your best. But be careful – ____colleague bought ____ beautiful suit for ____ interview. Sadly, it was that special itchy wool. He spent ____ whole interview trying not to scratch until he couldn’t stand it anymore and had to get up and rush out. Needless to say he didn’t get ____ job.

It’s important not to panic at ____ interviews. If you don’t understand ____ question, be honest and ask for it to be repeated or explained, rather than giving a rubbish answer. Do ____ same to buy yourself some thinking time if your mind goes blank. Then take some nice slow deep breaths.

Be positive! If you’re asked why you left your last job, don’t say, “Because I hated my boss,” even if it’s true!

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