

TIPS FOR THOSE IN TRANSITION

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INTERVIEW CHECKLIST POEM

(Checklist of 35 Things to Do Before an Interview, in Rhyme)

“Rhyming Story Poems Provide a Message through the Music of Words.”

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- Our *Clocks* are set, *Shoes Shined*, and we are ready for *Interview DAY*,
- With *Clothing Pressed*, *Hair Combed*, and *Car Keys Known* we are Set without DELAY.

- Our *Cars are Fixed*, *Tires Good*, *Tank Full*, and we are ready for *Victory TODAY*,
- Address Googled*, *Directions Firm*, *Map Printed* and Plan to be early so Success will not be GRAY.

- Smiles in the Mirror* show we have *Confidence* and we Shine like a SUNRAY,
- We Look Good*, *Professional too*, and now we are ready to tell the Interviewer HEY.

- Ready to *Turn Off Cell Phones* before the meeting so we do not get a call from any of THEY,
- And we have a *Stack of Business Cards*, which look great and are not made of CLAY.

- We have *Two Good Pens Without Advertising* that we had in our Pen and Pencil TRAY,
- Our *Portfolio is Cleaned*, *Old Papers Removed*, and the *Pad of Paper* is not FRAY.

- We *Printed the Interviewer’s Email Invitation* and *Replied our Excitement to Meet* in order to SWAY,
- And *Prepared Thank you Emails* to send *After the Interview* so our Competence would WEIGH.

- We *Reviewed, Underlined Verbs, Printed the Job Posting*, and think they will offer a Good PAY,
- Created Six Questions* from the *List of Questions to Ask an Interviewer* hoping some will get a YEA,

- We Looked at each *Interviewer’s LinkedIn Profile* to Show us the WAY,
- And *Researched the Company* to show we are *Prepared* and it will not be just, Come What MAY.

- With *Printed Cover Letters and Resumes* In Hand with a Lot to SAY,
- We Know that our *SOAR Stories* would make a Good PLAY.

- We even Read John Goldhamer’s *“Job Seeker Tips, Topics, & Tools”* and did not STRAY,
- So now we are *EQUIPPED, PREPARED, AND READY* for *Interview DAY*.

GOOD LUCK!