

# First Job Interview Checklist - Compact Version

## ***Essentials***

- CV / Resume (multiple copies)
- Certificates (Matric or qualifications)
- ID / Passport
- Portfolio (if required)
- References / Recommendation letters

## ***Appearance***

- Neat, professional outfit
- Clean shoes & good grooming
- No distracting accessories

## ***First Impressions***

- Firm handshake
- Confident posture
- Eye contact & smile

## ***Preparation***

- Practice common questions
- Research company
- Prepare questions to ask

## ***Follow-Up***

- Send thank-you email within 24 hrs
- Stay polite & professional