



**Matt Upton**  
Speaking of Success

---

## The Five Secrets in Presenting Yourself in an Interview

- 1) Study the Position and People you will be serving
- 2) Eliminate your fear and anxiety through three Knowings
  - a. You are qualified
  - b. You know how to do this job
  - c. You are an asset
- 3) Respond to question and to the one asking the question
  - a. Respond in their language Visual, Auditory, Kinesthetic
  - b. Look at them
  - c. Add salt later
- 4) Value the minutes of the interview
  - a. Be on Time
  - b. Dress Appropriately
  - c. Take a breath and answer only the question
- 5) Engage those conducting the Interview
  - a. Smile
  - b. Mirroring
  - c. Thankfulness

**Relax**  
**You Already Meet**  
**Or**  
**Exceed the Qualifications**  
**for this Position**

---

Matt Upton  
Call or Text me at 916.708.8103  
Success@mattupton.net  
www.mattupton.net