**Mind your body language**

**'Actions speak louder than words' is a saying worth heeding. Lots of research suggests that what you do and how you appear counts for more than what you say. Here are a few tips on what to do and what to avoid when trying to make a good impression.**

**Do**

* make eye contact with your interviewer when you meet and give them a smile. This makes you appear confident and relaxed
* take your cue on shaking hands from the interviewer. Make it a firm handshake, not weak, nor a knuckle breaker
* address your answers to a panel of interviewers by looking at each person in turn when you speak
* relax. Sit comfortably with a good posture in your chair
* keep your hands calmly on your lap unless you are moving them to illustrate a point. Only do the latter if you feel confident you can do it without looking nervous
* tilt your head slightly to one side to show interest in what the interviewer is saying

**Don't:**

* fidget (for example twisting your hair or playing with a pen) - it's distracting for the interviewer and makes you look nervous
* sit on your hands if you normally fidget. Practice talking with your hands calmly on your lap
* cross your arms or legs - they are defensive body positions and suggest anxiety or a reserved attitude
* slouch
* move your chair, unless, for example, you can't see because of sunlight. In that case, explain what your reason for moving it
* cover your mouth while you speak. It suggests that you are lying, as well as muffling what you say
* stare constantly