

Beverly Hills Manners, Inc.

Presents

“Interviewing Skills for Schools & Internships”

Select a Tuesday

9/26, 10/24 or 11/7

5:00pm to 6:30pm

Cost Investment: \$125.00

An internship is an excellent opportunity to gain solid work experience and obtain a jump start into the highly competitive job market. With countless candidates vying for the same position, it is essential to ace the all important interview and seal your place at the top of the list.

The interview process provides a platform for your interviewer to learn more about you, your background and your interests. The purpose is to determine if you are a good candidate and match for the company. It is also an opportunity to ask questions about the internship position and the company's philosophy to determine if they are the best fit for you.

An awareness of proper etiquette and good manners before the formal interview process begins will provide you with that extra edge to land your dream internship.

Program Highlights Include:

- Interview Preparation
- Grooming & Wardrobe Suggestions
- Appropriate Behavior
- Positive First Impressions
- Making Introductions (Handshaking & Eye Contact)
- Greetings (Formal vs. Informal)
- Listening & Conversation Skills
- Preparing List of Pertinent & Intelligent Questions
- Offering Appropriate Responses
- Final Thoughts
- Graceful Goodbyes
- Thank You Notes (Email vs. Handwritten)
- Follow Up



Date & Time

Select a Tuesday
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Location

Bedford & Burns Restaurant
369 North Bedford Drive
Beverly Hills
(310) 273-8585

Parking

Metered or Garage Parking
Available

Dress Code

Please come dressed in
professional attire for class.



BEVERLY HILLS MANNERS

dare to be polite

ENROLLMENT FORM—INTERVIEWING FOR SCHOOLS & INTERNSHIPS

Program Date: _____

Name: _____

School: _____

Address: _____

Telephone: _____

Home

Cell

Email Address: _____

How Did You Hear About Us? _____

Emergency Contact Information:

Name: _____

Relationship to Participant: _____

Phone Number(s): _____

I would like to purchase a signed copy of Beverly Hills Manners: Golden Rules from the World's Most Glamorous Zip Code by Lisa Gaché for \$14.95 each. Quantity _____ Not at this time**
Please add this amount to your registration. All pre-purchased books available for pick up on date of scheduled class.**

INFORMATION ABOUT YOURSELF

BRIEF DESCRIPTION: _____

INTERESTS/AMBITIONS: _____

WHAT ARE YOUR STRENGTHS? _____

WHAT ARE YOUR WEAKNESSES? _____

WHAT WOULD YOU LIKE TO GAIN FROM THIS CLASS? _____



BEVERLY HILLS MANNERS

— dare to be polite —

Credit Card Payment Authorization Form

Sign and complete this form to authorize Beverly Hills Manners, Inc. to debit your credit card listed below. By signing this form you give us permission to debit your account for the amount indicated, plus a 3% surcharge, before, on or after the indicated date.

Please complete the information below:

I _____ authorize Beverly Hills Manners, Inc. to charge my credit card account
(Full Name)
indicated below for _____ on this _____. This payment shall confirm registration in
(Amount) (Date)
_____.
(Class/Program Name)

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Visa MasterCard

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.