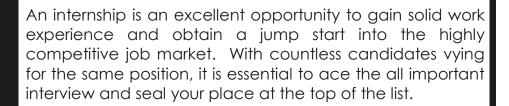
Beverly Hills Manners, Inc.

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



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 9/26, 10/24 or 11/7 5:00pm to 6:30pm

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 Email Address:	Cell		
How Did You Hear About Us?			
Emergency Contact Information:			
Name:			
Relationship to Participant:			
Phone Number(s): I would like to purchase a signed copy Most Glamorous Zip Code by Lisa C Please add this amount to your registration. All	y of Beverly Hills I Gaché for \$14.95 e	Manners: Golden Ru ach. Quantity	Not at this time**
INFORMATION ABOUT YOURSELF			
BRIEF DESCRIPTION:			
INTERESTS/AMBITIONS:			
WHAT ARE YOUR STRENGTHS?			
WHAT ARE YOUR WEAKNESSES?			
WHAT WOULD YOU LIKE TO GAIN FI	ROM THIS CLAS	S?	



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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.

[authorize Beverly Hills Manners, Inc. to charge my credit card account		
ndicated below for	(Amount)	on this		. This payment shall confirm registration in
(Class/Prog	ıram Name)	 ·		
Billing Address			Phone#_	
City, State, Zip			Email _	
Account Type: Cardholder Name				
Account Number				
Expiration Date CVV2 (3 digit number				
CICNATUDE			г	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.