

“Tell Me About Yourself”

Use the following format to answer this very critical question. Keep it to between one to two minutes in length, emphasizing your key skills and strengths which match the needs of the company as stated in their job description.

First, if possible, establish rapport with the interviewer (look around the room and ask about sports interests, pictures of family members, schools, etc.)

“I am excited for this position and appreciate being considered as a qualified candidate”.

When asked to tell them a little about yourself.....

“I have extensive experience in the _____ industry”.

“Most recently, I was a ____ (job title) with _____ (name of company/organization)”.

“While I was there I

_____”
(State 1st significant accomplishment statement and proof)

_____”
(State 2nd significant accomplishment statement and proof)

My areas of strength include (match strengths with needs in their job description):”

_____ ,
(1st skill or ability)

_____ ,
(2nd skill or ability)

and

_____ .
(3rd skill or ability)