

“Tell Me About Yourself”
The Big Question in Job Interviews

Point of This Assignment: To help you create a short but effective response to the very popular interview question, “Tell me about yourself.”

Perhaps one of the most common (and often the first) question asked in a job interview is, “Tell me about yourself.” Often times job candidates don’t know what to do with this question, so they may say things that are not helpful. However, it is important to realize what is behind this question: 1) To give you an opportunity to summarize something about you to help them get to know you. 2) To see how well you can articulate. So now you are going to take the time to give careful consideration to how you can use this potential question to improve your odds of getting that job you want.

Why do you need to do this? While this question is so frequently asked, many people don’t know how to effectively analyze the job description and to tailor their response based on it. In order to do this, you will need to do four things: 1) Identify who you will likely be speaking to. 2) Identify the job you are applying for. 3) Identify your selling points. 4) Identify which of those selling points relate to this particular job. 5) Translate those selling points into a brief, positive statement that tells the audience you are the right person for the job.

Note: As you attempt to complete this exercise, take the time identify a job for which you are qualified TODAY. If you try to do this assignment based on your Dream Job, but for which you do not have the education, skills or experience, you will have a difficult time completing this assignment.

1) **Identify the job for which you are interviewing:** _____

- 2) **Analyze Your Audience:** (*First rule of effective communication*)
 - a) Who will be interviewing you? _____
 - b) What is their position? _____
 - c) What is their concern? _____
 - d) What needs are they trying to fill? _____

3) **What is the job title?** _____

- a) **List primary job duties from the job description**
 - i) _____
 - ii) _____
 - iii) _____
 - iv) _____

- 4) **List your qualifications:**
 - a) What are your transferrable skills? _____

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- b) What are your attributes (personality strengths)? _____

- c) What are your experiences? _____

- d) What are your accomplishments? _____

- e) What sets you apart from your competition? What are you known for? _____

5) **Which of your qualifications fit the job description?** (How Item #4 reflects Item #3) :

- a) What are your transferrable skills? _____

- b) What are your attributes (personality strengths)? _____

- c) What are your experiences? _____

- d) What are your accomplishments? _____

- e) What sets you apart from your competition? What are you known for? _____

Your answer to the question, “Tell me about yourself.” (Translate what you came up with from #5 to a statement of less than 100 words, but the shorter the better. Try to include what makes you stand out from your competition.) For Example:

Job Description: Teach a variety of classes designed to help first-time community college students succeed in school. Must be experienced in working with first-generation, probationary and under-represented students. Must be sensitive to the unique needs of community college students.

Response: I have taught a variety of counseling related classes, including college success strategies, new student orientation, career & life planning and educational planning. I have worked for community colleges, and public and private universities. However, I prefer the community college because I love working with under-prepared community college students. I am able to quickly connect with them because of my own personal experience as a former under-prepared student.

Tell Me About Yourself

Test your understanding:

What is the main point of this assignment?

Why were you expected to do this exercise?

What type of person would need to do this exercise?

How well do you fit the profile of the person for whom this assignment was created?

Reflection: *(Write down your thoughts after completing this assignment.)*
