



# Tell Me About Yourself

The answer to the opening question and closing question is the same. This answer is composed of three sections that can be presented in any order. Provide the interviewer with your three top work skills (with examples); an example of your experience; and list any training, certificates or licenses. When giving the closing answer you may wish to state..."like a said before..." and then give a similar response to your first answer.

### Opening Questions:

- \* Tell me about yourself
- \* Describe yourself to me.
- \* What qualities do you have to do this job?
  - \* Why do you think you are qualified for this position?
- \* What do you feel are the most valuable skills you will bring to the position?

### Closing Questions:

- \* Why should I choose you over other candidates for this position?
- \* Why should I hire you for this position?
  - \* What can you do for us that someone else can not?
- \* We have a number of applicants for this position, all equally qualified or more qualified than you. Why should we hire you?

### Three top work skills with an example:

(ie: I am a very organized person and was always able to complete tasks before deadlines)

1.

2.

3.

**Experience:**

(ie: have three years of experience in the clerical field. Note: if you have under a year experience... don't say "I have some experience." State "I have experience". If you have done the job for a few weeks or month, you can probably do it again).

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**Training, Certificates, Licenses:**

(ie: I have just completed the Microsoft Office Assistant Program or Call Centre Course or Food Service Course and have my Food Handler's Certificate.)

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