



TELL ME A BIT ABOUT YOURSELF?

You want to make a positive first impression. Your introduction should give the interviewer a snapshot of who you are professionally.

1. INTRODUCTION (30 SEC- 1 MIN)

Your job title, what you are good at, types of companies you've worked for, total number of years experience, recent relevant courses. This defines how you want to be known in the marketplace; what you have to offer.

Title; who you are professionally: _____

Total amount of experience: industries/companies you've been associated with:

Courses you've taken/places you've worked: _____

Your roles and responsibilities: _____

Area of expertise (your passion or focus for moving forward): _____

Something unique about you (i.e. your attitude, belief/value/behaviour that consistently allows you to be successful):

2. STRENGTHS (30 seconds)

Mention 3-4 key strengths, using 1 or 2 words or short phrases about the skills that make you good at your studies/work, or what comes easily to you. Provide critical information to the interviewer with the mindset, “if you don’t remember anything else about me, remember this.” Do not give details, explanations or substantiations of any kind. You are going for impact here. If you are answering a strengths question out of this context give brief supporting examples at the same time.

“I excel at listening and understanding my client’s needs, problem solving and cross functional leadership.

Bridge to the next section with: “Would you like to know more about my career?”

3. JOB HISTORY (3-5 MINUTES)

Break your career into logical sequence, or chapters. Tell your history in sequential order from earliest to current experiences. For every company you worked for be prepared to talk about: Company names and dates, job titles, responsibilities of the job (briefly), accomplishments (what you did and how well – quantify whenever possible). Use the SOAR principle for every story. Be selective and strategic. Pick your stories to highlight one of your strengths or attributes.

4. CHANGE OF CAREER/LEAVING STORY (30 seconds)

You bring this up. Don't wait to be asked. Be clear about why you left your last job, went back to school, looking for a promotion/new challenges, want a career change. Keep it short and simple but depending on the situation, long enough that you don't invite more questions.

5. WHAT'S NEXT? (30 seconds to 1 minute)

Critical conclusion to indicate how you can apply your experience, knowledge and skills in the role or the organization for which you are applying. Now I want to take my (area of expertise, experience, strengths) and use them in a company that wants to (results you can provide).
