

“Tell me about yourself”

Matching your skills and background to the needs of the position for which you are applying

Review the outline below and fill in the blanks. Notice how your statements shift from talking about yourself in general terms to focusing on your unique qualifications for a particular position. When preparing for interviews you will want to tailor your entire statement to the actual position.

I am a (your year in school, major)

With expertise in (key skills, experience, and critical capabilities you bring to an employer)

My strengths include (unique professional abilities, qualities that make you different from others)

My accomplishments or distinctions relevant to the position you have open are (could be an exceptional approach to solving a problem, tackling a school project; focus that sets you apart-limit to 3 or less)

I have had an internship with/worked for/volunteered for (include companies where you worked or interned, relevant organizations, projects, activities in which you were involved or had leadership roles)
