

“TELL ME ABOUT YOURSELF”

THE TWO-MINUTE DRILL

Interviews often begin with this statement. Sometimes students do not know where to begin their response, how much information to provide, or how to end it. Use the worksheet below to outline and develop a well-rehearsed summary of your education and experience that includes how you became interested in the field and some of your most significant accomplishments or strengths.

EDUCATION

Begin with your education. Mention your year in school, your major(s) and minor, and how you became interested in the field. You can include your GPA (if 3.0 or higher), skills you have learned, or an example of an academic project. You can also mention memberships in campus organizations and any leadership roles.

WORK EXPERIENCE

Discuss your current position, if you are currently working. If you worked in the past, mention past job(s). Focus on transferable skills that would be valuable to employers in the field, professional accomplishments, or recognition you received.

KEY STRENGTHS

Based on your research of the organization, mention two key strengths that match its requirements.

1.

2.

YOUR FUTURE

End with why you are interested in working for the organization. State that you look forward to learning more about how you might be able to contribute your skills, talents, and experience in the future.

EXAMPLE

I am currently a junior at Princeton University, majoring in computer science. I became interested in computers at a young age and took a few college-level programming courses while in high school, which helped me decide on my major. I have excelled in all my coursework at Princeton, while working 20 hours a week at the Media Center in a technical support role. I enjoy assisting users and problem solving because it is challenging and I learn something new every day. In addition, I had an opportunity to intern over the summer with XYZ Company, where I contributed to software development projects, including database design. I am particularly interested in this area to begin my career. In reviewing the job description, I was drawn to the database design aspects and believe I could make an immediate contribution. I look forward to learning more about your MIS department and the challenges of the position.

PRACTICE

Using your notes, develop your response and then schedule a mock interview with a career counselor to practice your oral delivery. Your response should be approximately two minutes in length.

PRACTICE ANSWERS WORKSHEET

Question: “Why do you want to work here?”

- Tips for Answering:*
- Research the company
 - Match company attributes with yours

Example: “I share the same values when it comes to taking care of the customer, which would enable me to be a contributing part of the team.”

Your Answer: _____

Question: “What are your biggest accomplishments?”

- Tips for Answering:*
- Relate your accomplishments to how they would benefit the employer
 - Try to list team and individual accomplishments

Example: “I was proud to win salesperson of the month by focusing on customer service”

Example: “I was proud to part of the number one sales team for the year”

Your Answer: _____

Question: “Can you work under pressure?”

- Tips for Answering:*
- Give more than a yes or no answer
 - State example of a time where you worked well under pressure

Example: “Yes, I can thrive in that environment. I have encountered many deadline situations where the clock was ticking. However, with good planning and organization I was able to meet my goals.”

Your Answer: _____

