



TELL ME ABOUT YOURSELF: The Ultimate Answer Template

This question is almost guaranteed to be asked during an interview for a new school or job and is often the very first question. It seems so basic, and considering you spend the most time with you, it *should* be an easy one to answer, but more often than not, this is not the case. The interviewer wants to know if you are the right fit for the position so you should craft your answer to confirm this and then practice your response so that it is clear, concise and sounds effortless.

1. Give a brief relevant history (school, work, volunteer service, what you did during any gaps in your resume).
2. Highlight a relevant achievement within the above history and explain with some detail.
 - a. Use the STAR method: Situation, Task, Approach, Result
3. End with where you are now and where you're looking to go in the near future (within the company, program or school for which you are interviewing).

Example:

My name is Lauren and I recently graduated from Marsh Waters High School. For the past two years I've been a cashier at Shop Mart in Waterfield. I've spent my past three summers as part of a team building homeless shelters in North Carolina with the organization House Keys. Volunteering in my community is important to me and I even organized a group at work to hold a fundraiser for the House Keys organization.

I was very proud of that fundraiser which was all made possible through the skills I learned in my customer-facing role at Shop Mart. I used to be nervous talking to people I didn't know but after working there, I now feel like I can speak with anyone. I decided to hold an auction and approached local business owners directly for donations. I explained what the organization did and how the money raised would help the mission. My coworkers sold tickets at a booth in the Shop Mart parking lot. Ultimately, we raised \$2,000 which bought the group some much needed supplies.

My time at Shop Mart has been a wonderful learning experience and now I feel confident to tackle some new challenges. I'm very interested in your sales department here at Shop Fast and I know with my skillful customer service experience, I would certainly be an asset to your dynamic team. I admire the accomplishments they've made so far this year and I'd like to contribute to what is next.

Now it's your turn. Practice your response, being sure to cover each part of 1-3 above.

If you would like some extra practice with interview preparation, confidence-building, image advice or another area causing you anxiety or insecurity, please inquire below about private lessons.

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