

“Tell Me About Yourself”

This is one of the most frequently asked questions during interviews, and generally is the first question asked. Your response should not reflect personal matters about you, but rather should highlight your education/technical/business related achievements that are pointed towards the needs of the company. Therefore, each interview may result in a slightly different response, depending upon the company or industry. A job description will list the core competencies and responsibilities of the job. Use this document as a framework to develop your communication strategy.

Consider the following **4-step** process to deliver your response:

1. **I am a**
2. **With expertise/interest in**
3. **I have had internships for...or...I have project work in....**
4. **My strengths include**

Actual example of an M.Eng targeting and I.T. role at Google:

I am a candidate for a Masters in Engineering in Computer Science & Electrical Engineering and will graduate in June 20XX.

My areas of interest are in software development and system design. My expertise is focused on understanding the user’s needs, and to provide solutions to solve problems, improve product quality or increase productivity in the workplace.

I interned with IBM and was a member of the research team that designed, prototyped, and implemented a successful multi-user enterprise web application to visualize and manage collaborative projects and work activities. Additionally, I was able to strengthen my skills in Java and JavaScript and work closely with highly experienced, world-class engineers.

I have additional strengths in natural language processing, artificial intelligence, distributed computing and proficient with Windows environments, C++, information retrieval and TCP/IP. I will also complete my BS in Mathematics upon graduation this June.

Note: Words underlined appeared in the actual job description

Strategy: Link your skills to their needs

1. Your areas of expertise/interest should fit with the company’s needs.
2. Your intern/project experience should describe an accomplishment that relates to a skill that is required by the company.
3. Your additional strengths should reflect other key skills or attributes that you possess, and match those listed on the job description.

Your response should be approximately 30 – 45 seconds

Review a job description for your upcoming interview and practice writing your targeted response to “**Tell Me About Yourself**”.

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With expertise/interest in

I have had internships for...or...I have project work in....

My strengths include

Make several copies of this page and write your Positioning Statement the night before your interview.