



The #1 Interview Question...“Tell me about yourself.”

Throughout your job search and especially when you are in a job interview, you need to be able to introduce yourself in a powerful way to people who don't know you. What you say at that moment will set the tone for the rest of your interaction. To do this most effectively, you need to develop a powerful introduction.

Your introduction is like a “30-second commercial.” It provides just enough information to make the listener want to know more about you and sets a professional tone for the rest of your interaction.

An introduction is composed of three distinct parts and a follow-up question:

1. Your education and credentials
2. Your experience in the field (work experience, internship experience, volunteer work)
3. Your strengths
4. An open-ended probing question about the company's needs, problems, and challenges.

DEVELOP YOUR INTRODUCTION

Here's an Example:

“Let me tell you about myself. I hold a Bachelor's degree in Biology from Fort Hays State University with a minor in Management. I have a year and a half experience in the field through a summer Internship with Kansas Wildlife & Parks and part-time work experience with the Fort Hays State University Biology Department. I have discovered that I enjoy both field related activities and lab work challenges. I chose this field because I enjoy the outdoors as well as solving problems through lab analysis. I am a hands-on person and I like getting into the thick of things and dealing with tangible concrete issues. What challenges exist for management development positions in your organization?”

Your Greeting:

Let me tell you about myself. I hold a _____ degree
in _____ from Fort Hays State University (is your
minor/certificate in _____ related?). I have _____
_____ experience in the field through _____
_____.

I have discovered that I enjoy _____.

I chose this field because _____.

Now ask your first question – even if they told you to hold your questions until later. For example, **“Is there anything in particular you would like to know about my background?”**

For more job search information, go to www.fhsu.edu/career or stop by Career Services, Sheridan Hall 214.