

# The Dreaded Question

## “Tell me about yourself”

**This question is a great opportunity for you to really sell yourself and make a powerful first impression.**

This is an opportunity to talk about your career to date and what you will bring to the job.

We recommend that you keep your answer to no less than 30 seconds and no longer than 2 minutes.

**Remember to focus your answer around the skills the employer is looking for (know the job you are applying for).**

Some Ideas for you

- I have worked as the receptionist at ..... for the past 3 years where my responsibilities have included all aspects of reception and administration. I have excellent keyboard skills, type 55 wpm, with a 98% accuracy, which I am pretty proud of.
- I have a reputation for my attention to detail and delivering to strict deadlines. I enjoy working with financial data and have completed a Certificate IV in financial planning.
- I have been a volunteer with the local Meals on Wheels for the past 2 years, where I have gained an understanding of the difficulties faced by mature aged people. I am passionate about giving back to the community and helping people out whenever I can. I have a caring nature and pride myself on giving 100% to all that I do.
- I have been responsible for a team of 8 sales representatives. In the 2008/2009 financial year I implemented a new strategic sales plan which improved our sales 23% above our projected target.
- I have worked in a casual customer service position for the past 6 months, while completing my Year 12. I have gained excellent time management and organisational skills and greatly improved my abilities to communicate with a wide range of individuals.

The team at the Career Development Centre can help.

Ok, so you think, nice open easy question. You launch into a great well thought out speech, giving details about your life from the day you were born, including your hobbies and the name of your cat.

## Chances are you have just lost the job!

Winning Answers

- ✓ Always use “I”
- ✓ Let them know what skills you bring
- ✓ Use strong statements ( not I believe – say I am)
- ✓ Keep your answers relevant to the role description



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