

TELL ME ABOUT YOURSELF

The Two-Minute Drill

Interviews often begin with this question. Use the worksheet below to outline and develop a well-rehearsed summary of your education and experience that includes some of your most significant accomplishments or strengths and how you became interested in the field.

Education/Training

Begin with your education. Mention your year in school, your major(s) and minor(s), 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.

Relevant Experience

Include skill building experiences (work, extra-curricular, academic projects). Focus on transferable skills that would be valuable to employers in the field, and professional accomplishments or recognition you received. Transferable skills are skills developed in one setting that apply to a variety of other settings and experiences.

Key Strengths

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

1.

2.

Your Future

Include information to reveal that you are a thoughtful and competent job seeker. Communicate that you have chosen XYZ career for substantive reasons. Organize your thoughts into: **Interest, Skills, Experience, and Personality.**

Sample Answer

I am currently a junior at Rutgers 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 Rutgers, while working 20 hours a week at the University Computing 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 to this, 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 and this is where I would like to begin my career.

In reviewing the job description, I was drawn to the database design aspects where I feel I would be able to make an immediate contribution. I look forward to learning more about your MIS department and the challenges of the position.