

“Tell Me about Yourself”

"Tell me about yourself" is likely to be the first question asked of you in an interview. Use the guide below to outline and develop a well-rehearsed summary. The ability to highlight your strengths and most significant experiences could make you an ideal candidate.

EDUCATION

Begin with your education. Mention your year in college, major and how you became interested in this field. You can include any skills you have learned, or an example of an academic project. Also, state your involvement in campus organizations and any leadership roles.

WORK EXPERIENCE

Discuss your most current and relevant positions. Focus on transferable skills that would be valuable to the organization, professional accomplishments or any recognition you received.

KEY STRENGTHS

Based on your research of the organization, mention two key strengths that match its requirement.

YOUR FUTURE

End with why you are interested in working for the organization. State that you look forward to learning more about how you might be able to contribute your skills, talents, and experience in the future.

EXAMPLE

I am currently a junior at University of Wisconsin-Parkside, majoring in psychology. I became interested in helping people at a young age and took a few courses in high school, which helped me decide on my major. Over the summer, I was the Mentoring Program Intern at Big Brothers Big Sisters of Kenosha County. In this position, I worked closely with a Match Specialist to assist in processing potential volunteer information and enrolling children. I am interested in continuing to work with children and their families from the local area. I look forward to learning more about your department and the opportunities in this position.

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IDENTIFY YOUR SKILLS

Review the list of skills and identify whether:

- You have gained that skill in your unpaid and paid work experience(s)
- You perform that skill at a high level of proficiency
- It is a skill you enjoy using

Check the skills that apply to you

Organizing and Planning

- Identify alternative courses of action
- Set realistic goals
- Predict future trends and patterns
- Accommodate multiple demands for commitment of time, energy and resources
- Assess needs
- Set priorities
- Work under time and environmental pressures
- Classify, record, file, or retrieve

Informational Management

- Apply information creatively to specific problems or tasks
- Synthesize facts, concepts, and principles
- Evaluate information against appropriate standards
- Organize, tabulate or compare data

Sales

- Promote a product or idea
- Influence and motivate others

Research and Investigation

- Design an experiment, plan, or model that systematically defines a problem
- Identify information sources appropriate to special needs or problems
- Formulate questions relevant to clarify a particular problem, topic or issue

Instructional

- Teach a skill, concept or principles to others
- Facilitation group discussions
- Design educational materials
- Explain and illustrate through examples
- Mentor/coach

Creative and Artistic

- Invent, improvise, or experiment
- Synthesize, integrate ideas
- Design, illustrate, draw, draft
- Compose or author
- Perform or act
- Create innovative solutions to complex problems

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Communication

- Use various forms and styles of written communication
- Speak clearly and effectively to individuals and groups
- Use media formats to present ideas imaginatively
- Understand the importance of body language and eye contact
- Edit the work of others
- Define, translate, interpret, explain
- Interview others
- Adapt speaking style and media to audience to achieve desired results

Computer and Technology

- Microsoft Word, Excel, Access, Outlook, PowerPoint
- Dreamweaver, Photoshop, Illustrator, HTML
- Programming: .NET, VB.NET, C#, JAVA, PERL
- Databases: AS400, Crystal Reports, Oracle, PL/SQL, Sybase
- Social networking – posting & analytics
- Help Desk

Interpersonal

- Inspire others toward the achievement of a common goal
- Foster group cooperation and support
- Delegate tasks and responsibilities with clear goals
- Interact effectively with colleagues and supervisors
- Develop rapport and trust
- Provide information with tact/discretion
- Cooperate and participate in a team
- Counsel, advise or give feedback
- Provide care

Management & Administrative

- Identify people who can contribute to solution or task
- Identify resource materials useful in the solution of a problem
- Organize people and tasks to achieve specific goals
- Show consistency in problem-solving and root cause analysis
- Guide, inspire, motivate, and lead others
- Budget
- Approve and validate information
- Represent a group to others

Critical Thinking

- Identify critical issues quickly and accurately when making decisions and solving issues
- Identify a general principle that explains interrelated experiences or factual data
- Clarify problems or situations
- Evaluate and critique
- Identify reasonable criteria for assessing the value or appropriateness of an action or behavior
- Adapt to changing conventions and norms
- Apply appropriate criteria to strategies and action plans

Technical

- Follow detailed instructions
- Design, mold, shape
- Build, construct, assemble, install
- Repair, maintain, troubleshoot
- Estimate, assess, appraise, screen
- Experiment, pilot or test

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