

# Tell me about yourself worksheet

Tell me about yourself is frequently used as an interview opener and can also be used as part of a networking discussion.

The orientation of the information you present about yourself will normally vary based upon the person you are talking with. While the core items will normally be constant, you can vary the details to better fit the discussion. Example: don't bring up experience X if it has no relationship with the type of position you are seeking.

Use the outline below as a guide to create your response to the question: Tell me about yourself?

I am a (what is your profession and/or level of achievement)

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With expertise in (what business functions or capabilities)

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My strengths include (unique professional qualities - what sets you apart from others)

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Particular accomplishments (relevant to the position) are

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I have worked with (or for) (types of organizations/industries/companies)

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As an option, if appropriate for the type of discussion (interview vs. networking meeting) you can add:

(Interview)

I am interested in learning more about the qualifications you are looking for and your performance expectations for the position.

(Networking)

I am interested in learning how you think my qualifications align to the requirements of the position I am seeking