

Tell me about yourself **how to answer this**
interview question

Script

Write out a script that includes the information you want to convey. Begin by talking about past experiences and proven success:

"I have been in the customer service industry for the past five years. My most recent experience has been handling incoming calls in the high tech industry. One reason I particularly enjoy this business, and the challenges that go along with it, is the opportunity to connect with people. In my last job, I formed some significant customer relationships resulting in a 30 percent increase in sales in a matter of months."

Next, mention your strengths and abilities:

"My real strength is my attention to detail. I pride myself on my reputation for following through and meeting deadlines. When I commit to doing something, I make sure it gets done, and on time."

Conclude with a statement about your current situation:

"What I am looking for now is a company that values customer relations, where I can join a strong team and have a positive impact on customer retention and sales."

Practice

Practice with your script until you feel confident about what you want to emphasize in your statement. Your script should help you stay on track, but you shouldn't memorize it – you don't want to sound like a broadcast news announcer or a robot. You want to sound natural, like a real person that people would like to have in the next cubicle or talk to at the happy hour.

Even if you're not asked this type of question to begin the interview, this preparation will help you focus on what you have to offer. You will also find that you can use the information in this exercise to assist you in answering other questions. The more you can talk about your product – you! – the better chance you will have at selling it.

Prepare additional answers

It doesn't matter what industry you're in or what stage of your career you're at – the job interview is nerve racking every single time. The secret to keeping your anxiety at bay is crafting answers in advance.