

“Tell Me About Yourself” Worksheet Checklist

Use this worksheet to plan your answer to the question, “[Tell me about yourself](#)”

Qualities employers want: driven, team player, conscientious, problem solver, innovative, motivated, demonstrates initiative, communication skills, responsible, professional, love their work, intelligence, integrity, likability, competence, courage, creativity, inner strength, positive attitude, enthusiastic, persistent, well-connected, innovative

1 List your three best qualities and a real-life example of a time that you demonstrated each quality

1. _____

2. _____

3. _____

2 What’s your biggest achievement so far? Why?

3 What’s an obstacle you overcame or a problem you solved? What did you learn?

4 Write something work-related that you’re passionate about. How does your passion show in your work?

5 Pull it all together



Well done! Now you've got everything you need to pull together a great answer.

- Reread your answers to questions 1-4.
- Highlight the most interesting things you wrote that get to the heart of who you are and your value as an employee.
- Summarize this into a short story.

Two answers starters to try



“People describe me as _____, _____ and _____ . (You 3 best qualities of course. For example, _____ (tell your best real-life work story that proves one of those qualities).”

OR

“I love to _____ (something you're passionate about that is a part of the job you're applying for).” Then explain what you do to stay up-to-date with this thing and keep improving your skills. Describe one of your achievements or your best work in this field. Describe your a goal you have related to this passion.

6 Practice



The best way to practice is to do a role play with a friend or family member. Memorize your answer and practice in front of a mirror. Or videotape your answer.

Now go rock your next interview! Remember to smile :-)

See [How to respond to “Tell Me About Yourself” in a job interview](#) for more tips.