

HOW TO ANSWER COMMON INTERVIEW QUESTIONS

“Tell me about yourself.”

Don't give your life history. Be brief. You want to be ready with about a one- to- two minute answer that summarizes your career with a focus on how your background matches the company's needs.

Use a **present, past, and future** formula. Start with what you do now, then talk about your past, and top it off with the future and why you are excited about this job opportunity.

Be sure to list **three - four key strengths** you have that are pertinent to this job.

“What would you consider an area of weakness?”

Who's perfect? Nobody. They want to see how you have identified your area of need.

Be aware of the job requirements and don't cite a weakness related to any of the required