**Tell me about yourself.**

Talk about your education - advanced placement classes, Business Practicum, and others that would relate to gaining experience or responsibility which would help on the job.

Include extra-curricular activities, volunteer and work experience, and skills related to the job opening.

DO NOT include personal things about family, boy/girlfriends, etc.

 **Why do you want to work here?**I have researched the organization and (tell them what you like about the company) and what qualifications or skills you have that would make you an asset for the organization.

**Strengths & Weaknesses**

I feel that one of my greatest strengths is (mention the strength and give details and examples that demonstrate that you *do possess* that strength).

One of my greatest weaknesses is (mention the weakness, but focus on the positive and/or what specifically you are doing to improve it).

“I tend to be nervous presenting to large groups, but I am working on that. I have had to make several presentations in my Business class and last year I took Speech.”

Do not mention things such as, “I am lazy,” “I am always late,” etc.

**What qualifies you for the job?**

Again, specific skills – typing speed, excellent customer service, dependable, fast learner, but don’t just mention them, add specific details.

**Why should I hire you?**

As I mentioned previously, I feel that my skills and experience make me a perfect fit for this position and given the opportunity I will demonstrate that I will be an asset to the organization.

**Ask Questions.**

Remember to ask questions related to the job or hiring process towards the end of the interview.

**ASK FOR THE JOB!** – “I feel I am an excellent candidate for this position and would appreciate an opportunity to become part of the team.”