

### **Tell me about yourself.**

One of the most effective ways to prepare for this question is to develop a 60-second biographic sketch that emphasizes a pattern of interests, skills, and accomplishments. Focus your response around a common theme related to your major interests and skills. Take, for example, the following response, which emphasizes computers.

*"I was born in Mumbai and attended XYZ High School. Ever since I was a teenager, I tinkered with computers. It was my hobby, my passion, and my way of learning. Like most kids I enjoyed computer games. When my parents gave me a computer as a reward for being 1<sup>st</sup> in the class, I mastered DOS, Windows, and Word within six months. I then went on to teach myself programming basics.*

*By the time I completed 12<sup>th</sup> with a distinction, I knew I wanted to study programming. From that point on, everything fell into place. My life revolved around computing. By my 1st year at A C Patil, I decided I wanted to work for a major software manufacturer. That is why I had an internship last summer at Edusoft Software.*

*I now want to work for a major player so I can be at the forefront of breaking trends and new technology. When Sanjay Patil Sir told me about the organization, I hounded him until he gave me all the details about the recruitment process. I am prepared to answer any questions you may have about my education and qualities."*

This response sets a nice tone for starting the interview. The interviewee is able to say a lot within 60 seconds by staying focused. The message is clear: the interviewee has both passion and focus relating to the position. He stays on message and concludes by leaving the door open for additional questions about his education and experience.

### **Why should I hire you?**

*"My uncle had a company that was a small-scale manufacturer in the industry, and although he later sold the business, I worked there for five summers doing all sorts of odd jobs. For that reason I believe I know this business from the ground up, and you can be assured that I know what I'd be getting into as a plant manager here."*

**Align the acquired skills with those needed for the job you're applying for.**

**I am a hard worker and because of this ability I can work for additional hours to accomplish my tasks. I am commitment oriented and hence I always enjoy the trust and confidence of my team mates which enables me to perform my duties very easily.**

**I am a quick learner, so I can grasp any subject quickly and analyze my job and add value to it as well as I can identify the problem and solve them faster and better.**

## **My strength**

My strength is that **I have very strong values and ethics and a very good eye for detail.** I believe in strong relationships and have a very supportive family and very good friends.

I've always been a great team player and therefore **I can work efficiently to produce quality work** in a team environment. I can accomplish a large amount of work within a short period of time hence I get things done on time.

**Never say you are a Workaholic, a Perfectionist, etc.** because it sounds negative. Try to convert these negative biased qualities into positive ones.

In place of **Workaholic** you can say you are a **hard worker** and always willing to work for extra hours.

In place of **Perfectionist**, you can say you are **detail oriented** and like to set high standard for work.

## **Weaknesses**

1) One of my weaknesses as I perceive is **occasional compromise on time for quality and perfection.**

2) I feel I am **not very detail-oriented.** I'm a person that wants accomplish as much as possible. I realized this hurts quality and therefore I'm trying hard to find a balance between quality and quantity.

3) At times even when I need help, I try to solve my own problems instead of asking a co-worker who might know the answer. This would save me more time and I would be more efficient. **I'm working on knowing when it would be beneficial to ask for help.**

4) I've been told a few times **I'm too much detail oriented.** I do make it a practice of checking my work at least once or twice to make sure that it's absolutely accurate.

5) I believe **one of my weaknesses is my impatience.** Whenever I work in a team and any of the team members don't perform up to the expectation, I get impatient and annoyed. I understand if they are working hard and if their portion is difficult, but sometimes a person can't do the assignment due to incompetence and laziness. I know I can help out by explaining things to some people and encouraging lazy people by reminding them of deadlines. **I know it's bad to be impatient, but I'm definitely working on it.**