

Narrative Building- 3 Key Questions to Anticipate

- 1) Tell me about yourself. Stay brief and focused -- no more than 2 minutes. Include briefly where you grew up, size of family, a passion from high school, your college and major and why you picked it, and how and why you have an interest in this particular company or sector/industry.

- 2) What are your top strengths? What would you bring to this organization?

Remember, here is where you shine out the key competencies listed in the exercise by citing examples of your experience and not just listing them out.

- 3) What are you looking to find in this internship/job? Here is where you highlight your interest in learning, contributing your time and skills, and being a valued team member to help advance the company's initiatives or goals.

Formative Experiences to Pull From/Who am I?

Hint: Think of all your prior experiences where you might have gained some useful skills.

Work

(Internships, jobs, on-campus jobs, institute & lab roles, volunteer work, etc.)

A large, empty rectangular box with a thick black border, intended for listing work experiences.

Academics

(Individual projects, group projects, research with a professor, study abroad, etc.)

A large, empty rectangular box with a thick black border, intended for listing academic experiences.

Athletics & Social Activities

(Team and club participation, travel, etc.)

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Leadership roles

(FYG, RA, ASCMC, club leadership, etc.)

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Other experiences

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The Seven Characteristics Employers want you to Have!

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Match your experience to the seven skills below

Entrepreneurial Mindset innovation, ownership, accountability, discipline,
confidence, initiative, motivation, action

Problem Solving asking the right questions, listening, inventiveness,
persistence, analysis, resilience, agility

Teamwork/ Collaboration putting needs of the team ahead of own needs, understanding one's role, compromise, negotiation, conflict resolution, empathy

Communication

understanding the audience, persuasion, empathy, collaboration, respect, clarity and conciseness

Professionalism

time optimization, work ethic, integrity, non-verbal communication, awareness of surroundings, follow through

Courage

risk-taking, openness to new experiences, resilience, grit

Curiosity & Anticipation

non-judgmental mindset, learning from others, openness to new ideas, not expecting a pre-determined outcome, emotional maturity, ability to look ahead, strategic

Additional Questions to Prepare for Practice

Entrepreneurial

- Describe a time when you had to step up and demonstrate leadership skills.
- Tell me about a time you brought a new idea to work and what the outcome was.

Communication

- Give an example of a time when you were able to successfully persuade someone to see things your way.
- Tell me about a time when you had to have a difficult conversation with a frustrated client or colleague. How did you handle this situation?

Teamwork

- Describe a time when you had to work with a difficult coworker or supervisor. How were you able to handle interactions with that person?
- Explain what strengths you bring to a team.

Problem Solving

- Give an example of a time when you had to think on your feet.
- Talk about a time that you failed. What did you learn from that experience?
- Talk about a time an unexpected problem derailed your planning. How did you recover?

Professionalism

- Tell me about a time you set a goal for yourself. How did you go about ensuring that you would meet your objective?
- Give me an example of a time you managed numerous responsibilities. How did you handle that?
- Tell me about a time when you had to make a decision between what was right and what was easy.

Courage

- Give an example of when you stepped outside of your comfort zone. What did you learn from that experience?
- Talk about a major obstacle that you had to overcome. How did you overcome that obstacle to achieve your goal?

Curiosity

- Tell me about a time you solicited feedback from those around you and applied it to your performance.
- Give an example of when you changed your mind on a topic after receiving new or additional information.

Curve Ball Questions

- What's the last book you read?
- What's the most important thing you learned in the past 12 months?
- What are you curious about?