

---

## BE PREPARED

One of the most common requests in an interview is, “Please tell me about yourself.” This exercise will help you produce an “elevator pitch” to highlight your greatest strengths for the position. There are a few things to keep in mind when responding:

- Employers want to know about you as it relates to the position, so avoid personal details that are not relevant to the position.
- Your response should summarize who you are, your education, experience, and qualifications. You can also focus on your strengths and accomplishments.

What are your top strengths and how can you verify them?

What experience do you have?

What are your top three professional achievements?

An employer should hire you over someone else because:

Use this space to write your elevator pitch:

---

---

---

---

---

---

---

---

---

---