

“Tell Me About Yourself” Worksheet

Use this worksheet to help you organize the information you want to include in your answer to the opening question in a job interview, “Tell me about yourself”.

As an undergraduate or fresh graduate, you can introduce yourself using a 3-part approach.

Part 1: Who are You?

Provide your basic information, such as name, study level, major and university. Explain briefly why you chose to study your major.

E.g. Hello, I am XXX, a fresh graduate from the Chinese University of Hong Kong, majoring in biochemistry. It’s always amazing to see how science has shaped the way we are and how heavily we’ll rely on science in our future.

Name	
University	
Major	
Why chose to study your major	

If you are applying for a position that doesn’t relate much to your major. You may explain why you are interested in the work field.

Part 2: What You can Offer

Give 2-4 selling points that make you stand out by relating them to the job description.

Key points	Supporting details
E.g. Well-equipped to conduct sample preparation and tests	E.g. Have gained much laboratory experience to prepare samples from daily products and use various advanced instruments to perform different tests.
1.	
2.	

Key points	Supporting details
3.	
4.	

Part 3: Why You are the Right One?

Give 1-2 sentences about why the position or the company is the best next step in your career.

E.g. I believe my laboratory skills and computing skills will make a concrete contribution to your company. I am very excited about becoming part of your team.
