

Job Interview Questions & Answers

Cheat Sheet



- Word-for-word answers so you'll know exactly what to say!
- "Tell me about yourself..."
- "Why should we hire you?"
- "What's your greatest weakness?"



**Jeff & Mike
The Interview Guys**

Tell Me About Yourself Cheat Sheet



NOTE : These are not tailored answers, and should only act as a guideline for you to begin your preparation. As the blog article said, you need to include Qualities and support them with examples. (If this is unclear please re-read the tell me about yourself article on the blog.)

Scenario 1 General Answer (Good For Most Candidates)

A

I'd describe myself as a hard-working and enthusiastic person who works well with others and takes a lot of pride in completing tasks both on schedule and at an elite level.

Further to that, I think the best way for me to describe myself is in a word: _____ (Quality from your research that aligns with the company's needs).

Over the last _____ years, my work as a(n) _____ has allowed me to cultivate this quality through many different experiences.

Specifically, I _____ (insert success story from your past that demonstrates you having the quality listed above).

I believe this experience makes me an ideal candidate for this position and more importantly, will allow me to achieve the goals you have set for the incoming hire for this position.

Scenario 2

No Work Experience

A

Well as you probably saw in my resume, I'm what you might call a "newbie" when it comes to having a traditional full time job. Having said that, rather than look at that as a negative, I truly believe that I am a "clean slate" when it comes to my work habits, meaning I am really looking forward to being molded into the ideal employee for your company.

More importantly, I feel that my experience in _____ (academics/athletics/charitable work/etc.) will help me carry out the duties required for this position, as it specifically taught me how to _____ (skill/knowledge/ability). I believe that the high level of achievement that I demonstrated in this activity shows that when I apply myself to an endeavor I can be expected to excel, and this is what I plan to do for you if hired for this position.

Scenario 3

Changing Industries

A

In a nutshell, I'm extremely excited to be embarking on a new journey as I make a much needed change from _____ (*industry 1*) to _____ (*industry 2*). While some might see it as an unorthodox move, I have felt for some time that my true skills, abilities and (most importantly) passion are best served aligning with the _____ industry.

Not only that, there are several qualities that I have developed over time that will be a huge advantage in successfully completing the daily tasks laid out in the job description, including _____, _____, and _____ (*3 applicable skills and abilities*). Specifically, my work in _____ (*example from your past that supports the 3 skills*) shows that I have practical experience in applicable tasks and that I can be counted on to complete these tasks at an elite level.

Scenario 4

Just Graduated

A

I think the best way to describe myself would be to say that I'm a recent graduate of _____ who is eager to apply the knowledge and skills I've learned in a work environment, specifically in the _____ industry. I strongly believe that the high marks I received in _____ exemplify that I have both a firm knowledge and the skills necessary to be an asset to your company, and that my free time spent _____ shows the hard work and dedication that I bring to every activity that I set my focus on.

What You Should Do Next:

Congratulations!

Now you're prepared for the dreaded "tell me about yourself" interview question.

Having said that there are over 100 possible OTHER interview questions you could possibly face!

That's why you really need to get our 3-step method to answering ANY other interview question perfectly....



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Why Should We Hire You?

Cheat Sheet



NOTE : These are tailored answers using qualities picked at random for educational purposes. Be sure to discover your own qualities through your own thorough company research. Obviously the sample answers on this cheat sheet are for your inspiration only. You need to customize them to your own situation. (If any of this is unclear please re-read the "why should we hire you" article on the blog.)

Answer 1

Position: Administration

Company's Desired Quality: Multitasking

A

When I read the job posting for this position something jumped out to me that made me immediately think I would be among the top candidates for this position.

Yes, I've worked and succeeded in many office environments and cultures similar to yours, and, more importantly, had 7 years experience in your industry as an elite-level administrator.

But what sets me apart from other candidates is not only my ability to balance several complicated tasks while under the most difficult conditions (which I believe I demonstrated thoroughly during my time at _____), but also that I receive a significant amount of personal validation from being a successful multitasker.

In other words, you should certainly hire me because I am qualified for the position... but more importantly because I will bring a joy and passion to the tasks that other candidates may find mundane.

Answer 2

Position Type: Retail Manager

Company's Desired Quality: Leadership

A

I think we can both agree that because of the nature of this position, nearly every candidate is going to answer this question by claiming to be a "great leader." After all, being a great manager requires one to possess natural leadership skills. What sets me apart though, is that I can quantify my success as a leader with a few examples from my past (insert anecdote(s) with a clearly quantifiable supporting argument. i.e. "I implemented a new...", "I led my team to a 30% increase...").

Furthermore, I will also acknowledge that being a retail manager is not just about leadership, but also about organization, communication, customer service, and brand awareness. In my experience as Manager at _____ I was able to not only develop and apply these skills, but mentor the other employees on my team, and I believe this development will be a huge asset to your organization.

Answer 3

Position Type: Transportation

Company's Desired Quality: Punctuality

A

I know the importance of having drivers that are consistently able to ensure that their freight arrives at its destination on time. Over the last _____ years I have built a reputation as a driver that can be trusted to put punctuality above everything else, except for safety of course (for which I also have an immaculate record).

In my experience at _____ I drove over _____ miles without missing a scheduled delivery or compromising the cargo or my truck in any way. If hired I will apply these same principles to the deliveries I am entrusted with, and utilize the _____ miles of experience I've gained over the last several years to ensure that my deliveries arrive as instructed.

Answer 4

Position: Computer Programmer

Company's Desired Quality: Versatility

A

I think the most obvious reason why I would be an excellent hire for your organization is the fact that I have an extremely diverse skillset that I've developed over the last few years working at _____, _____ and _____.

Each of those platforms was built using a different computer language and through my experience I was able to become a master at all three. Similarly, I learned many of the complimentary support systems that these organizations used. I know one of the requirements of this position is to be able to be a "jack of all trades", and if I were hired I would be an extremely versatile asset to the organization, seamlessly being able to move between tasks, projects, and teams.

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What's Your Greatest Weakness?



Cheat Sheet



DO'S:

1. Admit Your Weakness Honestly
 - Don't try and outsmart the Hiring Manager...be honest! (See the #3 "Don't" below to make sure that you don't make the wrong choice though)
2. BUT Demonstrate How You Conquered
 - It's ok to admit a weakness if you demonstrate the steps you've gone through to correct it
 - Use a Success Story from your past to show how you conquered your weakness
3. Be Ready For A Follow Up Question
 - This question can often be followed up with a question like "How can I be sure your weakness won't be a detriment to my company?"
 - You need to be prepared for any follow up question to be thrown at you

DON'TS:

1. Think You're Perfect
 - "I don't really have any weaknesses," is not an acceptable response. This will get you crossed off the list immediately.
2. Use a Strength As Weakness
 - "I work too hard," "I'm a perfectionist," and other similar "weaknesses" are also not acceptable.
3. Choose a Core Competency
 - As we said in the "Don'ts" section, you need to be honest. But be careful not to choose a weakness that is important to the job you are applying for (ex. A "core competency"). Don't say you are bad at typing if you're applying to be an administrator)
4. Place the Blame
 - Blaming your old boss or another coworker for your weakness is a surefire way to get a "pass" from the hiring manager. Own it!

Scenario 1

If Your Weakness Is: Shyness

A

"I think my biggest weakness is that I am a shy person, which can sometimes prevent me from speaking up in important meetings (or in front of large groups of people) or having one-on-one discussions with authority figures. I became aware that this weakness was affecting my ability to do my job at the highest level, so I began taking Toastmasters workshops and also had a few sessions with a psychologist. Both of these resources have helped me come out of my shell and have made my shyness less of a hindrance in the workplace."

Scenario 2

If Your Weakness Is: Working In Groups

A

"Coming from the computer science industry, I've grown accustomed to working long hours on my own with little need for working in a group dynamic. Because of this, I have found it challenging to work effectively in a group setting. Since so many companies rely on group work for problem solving and completing tasks, I recognized the need for myself to improve in this area. So I started by making an effort to spend more time socially with the colleagues I was asked to work with, something I had never done in the past. During this time, I communicated with them that group work was something I struggled with in the past, and asked that they offer advice and tips where necessary. Finally, I focused on keeping an open mind throughout the process and focusing my energy on how best I could utilize my skills for the betterment of the group. This strategy allowed me to become a much better communicator and more importantly, has given me the experience necessary to better understand how to succeed in a group dynamic."

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