**About yourself…..???**

1. Name
2. Place info
3. Education in short
4. Job experience
5. Family details

Ex: I am Md. Mehedi Hasan. I am from Rangpur. In my family, I have two brothers, one brother-in-law, one nephew and one niece along with my parents. I have completed my SSC from Rangpur Zilla School in 2005 & HSC from Rangpur Govt. College in 2007. In 2012; I have completed my graduation in the department of public administration at the University of Dhaka & in 2013; I have completed my post-graduation in the same department from the same university. In my short career, I have some part time job experience in the field of event management and media archiving firm. Besides this, I have 6 months full-time job experience as a customer service representative at Airtel Bangladesh Limited from January 1, 2014, to June 30, 2014.

**Why do you want to work at our company…???**

1. What you like about the company
2. Relate it to your long-term career goals

Ex: Sir, it is a great privilege for anyone to work in a reputed company like yours. When I read about your company I found that my skills & qualifications are matching your requirements. Where I can use my technical skills and can contribute to the development of the company.

**Your strengths…????**

1. Adaptability
2. Hard working
3. Flexibility
4. Optimistic
5. Fast decision making
6. Persistence
7. Self-motivated
8. Take pressure
9. Disciplined

Ex: I am a disciplined, self-motivated & hardworking person with a pro-active attitude towards my career & my life. I believe my adaptability with changes and the capacity to take pressure will be helpful to achieve my goal.

**Your weakness….???**

1. Straightforward
2. Sensitive
3. Trust people quickly
4. Can’t say no when someone ask for help
5. Take decisions very quickly
6. Gets nervous when talk to strangers
7. To speak lie is difficult for me
8. I am a bit lazy about which I am not interested

Ex: I can’t say no when someone ask for help & I am a bit lazy about which I am not interested.

**Why should I hire you…???**

1. Share your knowledge
2. Work experience
3. Skills related to job
4. Career goal

Ex: sir, as I am a fresher, I have theoretical knowledge but I can do hard work for my organization. And I will put all my efforts for the good progress of the organization. Being punctual and sincere, I can finish the work given to me on time and try my best to fulfill all the needs of the company from me.

With reference to my work experience, I satisfy all the requirements for this job. I am sincere with my work and would never let you down in any way. I promise you will never regret for the decision to appoint me in your organization.

**Your knowledge about the company…???**

1. About the company in details
2. About new projects
3. Name of the owners and partners
4. Research about the company in current issues
5. Update your knowledge about their competitors

Ex: It is one of the best fastest growing companies in India. The work environment of the company is very good. People feel proud to be a part of the company as the company provides full support to their employees in professional front. It is a company where the priority is given to the talented people so I have a good opportunity to show my talent here.

**Why are you looking for a job change…???**

1. Thanks to previous organization
2. Explain what you learn from past job
3. Share your reason for job change
4. Relate to career goals

Ex: I am thankful to my previous organization because I have learned a lot of things from there. According to me changes are necessary for everyone to enhance one's skills, knowledge and for personal and financial growth. Your organization is the good platform where I can learn more and can fulfill my dream.

**Salary requirements…???**

1. Never share your salary requirement as a fresher
2. Experience candidate can share their expected salary
3. Always say as per the company norms for the job.

Ex: I am a fresher. Salary is not the first priority for me. This is a big platform to start my career and I also want to improve my knowledge and skill and gain knowledge. So I expect a considerable salary according to my ability and your company’s norms which will fulfill my economical needs.

I have 7 years’ of experience in HR field. My current salary is 6 lacs per annum. Salary has never been a big issue for me. Still I am expecting a salary as company’s norms as per my designation and my qualification and experience which can help me to maintain the standard of level of my personal and economical needs.

**Career goals…???**

1. Short term goal
2. Long term goal

Ex: My short term goal is to get a job in a reputed company where I can utilize my skills and improve my career path. My long term goal is to be in a respectable position in that organization.

**Do you have any questions to ask me…???**

1. Express thanks
2. Salary structure
3. Job timing
4. Job location
5. Overtime allowance
6. Training period
7. Transport facility

Ex: Thank you for giving me this opportunity. Sir I would like to know about the job timings and transport facility and what will be the job location and salary scale for this job in your organization.