**Tell me about yourself.**

Different style of asking the same questions. Don’t get confused.

* Walk me through your experiences.
* How would you describe yourself?
* Please share your story.
* I’d love to hear more about your journey.
* Tell me a little bit more about your background.
* Tell me something about yourself which is not on your resume

The duration of your answer should be **approx. 1-2 mins.**

List of topics can be included in your answer:

**(pick 3-4 pointers which can fit into 1-2 mins)**

1. **1 Liner Introduction (Mandatory) - Samples**
   1. I am an enthusiastic B2B Business development professional, having 15 years of experience in the space of Edu-tech.
   2. I graduated with the degree in Economics from Delhi University two months ago.
   3. I am an innovative software engineer, offering 4 years of experience in the full software development lifecycle.
   4. I am passionate brand manager. I have 5 years of rich experience in helping people in fall in love with the brands.
   5. I've been in the digital marketing industry for over five years, majorly working in account and project management roles.
   6. Bonus Tip: Keep it short, simple and meaningful. Use adjectives.
2. **Professional Achievements – Samples** 
   1. I developed a new employee orientation program that 100% of the company locations adopted.
   2. I respond to over 85 customer calls daily and solved 90% of their concerns.
   3. I assisted credit manager in account collection by phone and mail, increasing accounts receivables by 20%.
   4. I created a digital campaign that increased enrolment by 45%
   5. I successfully won 4 major clients and contributed 45 Cr of revenue
   6. Bonus Tip: Focus on numbers and keep it clear and direct.
3. **Work Experience**
   1. I have 10 years of experience in personal finance management, and I have assisted 45 repeat clients in increasing their capital by an average of 15% every year. I supervised other team members and trained them in providing the most helpful experience to our customers. As your senior financial consultant, I aim to integrate my individualized approach to helping clients build the retirement fund they will depend on.
   2. My 5 years of experience have prepared me well for this position. As per the job description, customer service is a big part of this job; I have spent three years working in a high-volume call center, answering customer calls, and identifying solutions.
   3. Bonus Tip: Talk about what you have learnt and what kind of skill set you have developed
4. **Why are you a perfect fit for the job**
   1. I almost feel like the job description was written keeping me in mind. I have the 6 years of programming experience you’re looking for, a track record of successful projects, and proven expertise in agile development processes. At the same time, I have developed my communication skills from working directly with senior managers and clients, which means I am well prepared to work on high-profile, cross-department projects.
   2. I believe I am a perfect fit for the job. Based on the research I've done, your company is looking for a skilled communicator and experienced marketer to grow your business and help your company stand out from the competition. At my previous company, I increased their activity by 24% by implementing targeted social media advertising. I will bring the innovation and positive spirit to your company, and your success will be my top priority.
   3. I believe that my experience with technology, specifically in the web design space, make me the best match for this position. In my previous job, I was responsible for maintaining and updating various websites. This required keeping employee profiles updated and continuously posting information regarding upcoming events. I truly enjoyed what I was doing, which is what drew me to this position with your company. I would love to bring the coding and content skills I learned there to this position.
   4. Bonus Tip: Ensure you match every point given in the job description
5. **Passion** 
   1. It’s not only about being paid. It’s about finding the meaning of my life. I am glad that Edutech space provided me that meaning.
   2. I believe in building relationships. Being a customer relationship manager adds a huge amount of work satisfaction. I am all about relationships. I am one of very few who love what they do.
   3. I always find happiness in helping others. Being a LIC consultant, I help hundreds of people. Definitely it’s more than a job for me.
   4. Bonus Tip: BE authentic.
6. **Personality**
   1. I am a person with a versatile skill-set, a lot of integrity and a willingness to go the extra mile to satisfy a customer.
   2. I’m a people person. I really enjoy meeting and working with different set of people, and am known for being a great listener and clear communicator, whether I’m engaging with colleagues or clients.
   3. I’m an extremely organised person who is focused on producing results. While I am always realistic when setting goals, I consistently develop ways to efficiently achieve and often exceed, those goals.
   4. Bonus Tip: Present only personality traits that match with the job description
7. **Education / Courses / Training / Certification**
   1. I received my Master's in Computer Engineering and Computer Science in 2009. Before that, my undergraduate degree was in Computer Science. These valuable educational experiences helped me to build my career in a competitive industry. One area where I particularly flourished was in Computer Science Project Management, making me well-suited for leadership roles where I oversee developers and engineers.
   2. I completed MBA from xyz university after receiving BCA degree from abc university. I also did GNIIT to enhance my programming skills. Apart from that, I attended trainings on business communication and software architecture. I am glad that I invested my time in additional training and courses. I am well rounded professional after completing these courses.
   3. Bonus Tip: Add how it will help you in doing your work effectively and efficiently.
8. **Strengths** 
   1. I am known for **taking initiatives**. I started the concept of ‘Learn@Work’ that encourages people to share their knowledge with others.
   2. I have been told that I am the man of **integrity and focus.**
   3. I am a **team player**. I’ve always preferred to work in groups and find that my **collaborative nature** is one of my strongest attributes.
   4. Bonus Tip: Keep job description in mind. Your strengths should resonate with job description.
9. **Extra curriculum activities / Hobbies** 
   1. I enjoy drawing and painting which keeps my internal artist alive. I like to challenge my creativity on the daily basis.
   2. I am a fitness enthusiast and it taught me the importance of discipline and consistency.
   3. I love public speaking because it has given me a lot of confidence in expressing my thoughts.
   4. Bonus Tip: Always mention what edge you have got because of this hobby/extra curriculum activity
10. **Non-Professional Achievement** 
    1. I was a national Taekwondo champion and won 5 best fighter awards and 42 medals. It taught me discipline.
    2. I was awarded as ‘Linkedin Voice of the year’ for my contribution to empowering people. I realized I have a neck for creative content.
    3. Almost 3 lacs people follow me online because I share engaging content that empower them. I am able to do that because I enjoy quality work.
    4. Bonus Tip: Link your achievements with your personality traits.

**Sample Answer #1 : Tell me about yourself**

**Situation:** An experience sales head (B2B) who sells Edutech products based on artificial intelligence and machine learning.

**Answer:** I am a passionate B2B business development professional having 15 years of experience. I have been the top performer in my organization. I successfully added 4 large accounts and 17 cr of revenue and it’s because I am able to develop strong relationships with the clients and enhance my reach continually. I have worked with leading brands such as Microsoft, Intel, BMW, Bajaj Capital, Schneider Electric and many more MNCs. To be a successful B2B business development professional, one needs to have a strategic mind, marketing exposure and in-depth understanding of content and training. Luckily, my work experience has been a perfect blend of these skillsets. I am a well-known personality in the industry. In fact, almost 3 lacs people follow me online. I love what I do. My objective is to empower people and every act of mine is dedicated to it. I have been a national taekwondo champion, award winning public speaker, and an engaging content creator. That makes me an enthusiastic B2B business development professional.

**Mix:** one liner introduction, professional achievements and strengths, passion and non-professional achievements.

**Sample Answer # 2: Tell me about yourself**

**Situation:** An experience digital marketer. Mid-level

**Answer:** I am an innovative digital marketing professional having 5 years of experience. I believe I am a perfect fit for the job. Based on the research I've done, your company is looking for a skilled communicator and experienced marketer to grow your business and help your company stand out from the competition. At my previous company, I increased their activity by 24% by implementing targeted social media advertising. I have worked with leading brands which broaden my vision towards strategic and creative thinking. I enjoy drawing and painting which keeps my internal artist alive. I like to challenge my creativity on the daily basis. I am a fitness enthusiast and it taught me the importance of discipline and consistency. I intend to bring the innovation and positive spirit to your company, and your success will be my top priority.

**Mix:** One liner introduction, professional achievements, skill set, why are you a perfect fit for a job. hobbies, personality traits.

**Sample Answer # 3: Tell me about yourself**

**Situation:** A fresher, software engineering

**Answer:** I am an enthusiastic software engineer. I recently completed MBA from xyz university after receiving BCA degree from abc university. I also did GNIIT to enhance my programming skills. Apart from that, I attended training sessions on business communication and software architecture. I am glad that I invested my time in additional training and courses. I believe I have more tools in my box. I’m a people person. I really enjoy meeting and working with different set of people, and am known for being a great listener and clear communicator. While working on live projects, I realised I am a team player. I’ve always preferred to work in groups and find that my collaborative nature is one of my strongest attributes. I am a constant learner and I invest significant time in developing my skills. I am truly passionate about software engineering and highly excited with the possibility of working with you.

**Mix:** One liner introduction, Education, personality, strengths and passion

**Tips - Communication Skills**

1. Mix use of Hindi & English
2. Script your answers and analysis what should be in Hindi or English
3. Practise it like a hell. You should be able to answer it while you are sleeping.
4. Use of effective body language to compensate
   1. Maintain eye contact
   2. Open body language
   3. Relaxed but confident body posture
5. Use voice modulation
   1. Speak slightly slower than your usual pace. Please practise it well before the interview
   2. Firm voice
   3. Voice variation
   4. Talk like a human, not like a robot
   5. Follow conversational style instead of just reading the script

**Some more tips:**

* Don’t start with you name
* Design your answers as per the job description
* Focus on what most interests the interviewer
* Tailor Your Answer to the Role and Company
* Be succinct
* Keep it positive

I hope my efforts have been useful to you.

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