

Skill-Specific Questions

"What is your background with Excel (or some other ability)?"

1. Explain in big-picture terms how long you've used the skill, how often you used it, and how the skill grew over time.

"I've worked regularly with Microsoft Excel over the past 7 years, on average for about 10 hours per week."

2. Cite specific jobs or experiences where you used this skills, how often you used it at these jobs, and for what purpose.

"While working at PFM, I used Excel on a daily basis to build financial models. In graduate school, I continued using Excel including in operations analysis and to create tables, charts, and reports. Most recently, I've used Excel to create financial models to advise small business consulting clients.

3. Express confidence that you can deliver what they need in relation to this skill.

"While there is always more to learn, I feel pretty confident that my Excel skills will be up to the job, and anything I don't already know, I will learn as quickly as possible."

