

Worksheet for Experience-Specific Questions

"I saw you worked at _____. Tell me about your experience there."

Answer with the following 3 parts:

1. Briefly explain what you did. Provide your job title or a more descriptive title of your work, then explain your core responsibility /the purpose of your job.

(Example: "Sure. At PFM, I worked as a financial advisor to city and state governments, including helping those governments to issue bonds and manage funds.")

2. List one to three accomplishments. For each, specify what you did and a noteworthy result. These include big projects and ongoing responsibilities that added up to something substantial over time.

(Example: "A couple of accomplishments I'm most proud of are that I revamped the portfolio of company-wide financial models to be up to 10 times faster and redesigned the new hire training program so that trainees were up to speed a month sooner. I also designed and published the weekly company newsletter for over two years.")



3. Highlight two or three skills you developed and/or strengths you used (see your Self-Assessment and Cribsheet™ report for language on strengths).

(Example: "Among other things that I learned, I developed skills in Excel-based financial modeling, analytical problem-solving, and corporate training curriculum design.")

Note: As a follow-up, you may be asked why you left the company. You don't need to answer this question until asked. Never say because your boss was a jerk. If you needed to relocate, that's fine. If not, express something simple and positive, such as you were ready for new challenges. If you were downsized, you can also say something like, "The company took a pretty big hit in the last recession, and needed to reduce its workforce significantly. I was one of the people who left."