
@SURYA VAJPEYI

TELL ME SOMETHING THAT IS NOT ON YOUR RESUME



**ACE YOUR
INTERVIEWS**



ANSWER TIPS

DO'S AND DONT'S



Keep your answer concise.

Discuss what is beneficial about the item

Mention something you accomplished at your current job that's so recent it's not on your resume

Stress a strength or skill that's essential to the position (and that's not on your resume)

Avoid Rambling or talking for too long

Avoid Over-sharing

Avoid saying anything less than positive about former bosses, co-workers, or employers.

Avoid Reciting your resume

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In my previous position as office manager, I discovered that the company was spending thousands of dollars per year on office supplies that no one used. On my own time, I went through previous orders and determined which products were used most and least often, and then negotiated a more favorable contract with the vendor that covered our most-used supplies at a discount. I then changed our ordering system to reduce waste. This saved the company \$8,000 during Q1 alone.

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For me, this isn't just another administrative assistant job. I love that by working at an animal shelter, I'll be doing my part to care for animals who need help the most. Ever since I was little, my family has adopted and fostered cats and dogs. I currently have two dogs, both of whom I've adopted from local shelters.

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My last two employers commended my communication skills. That doesn't mean I communicate a lot. In fact, I make it a point not to waste time on too much communication, going for quality over quantity. I use solid active listening skills to understand my team members. Then I get the central points across in a very few words. My last employer often joked that I could read his mind.

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