

While you'll never be able to anticipate every question you might be asked in an interview, you can get a head start¹ by developing strong, concise answers to commonly used questions. Most interviewers will ask similar questions like these to gain knowledge about a candidate's abilities and qualifications and compatibility with² the job and the company. Develop a few brief sentences that demonstrate you have what it takes³ to do the job—experience, proven results, and ¹⁵ desire to contribute.⁴

2. Remember, the interviewer does not want to hear about your hometown or your hobby. ¹⁰ This question calls for your one-minute commercial that summarizes your years of experience and skills and your personality in the context of the job for which you are interviewing. The key to answering any question about you versus your competition is using specifics.

1. Tell me about yourself. This is often the opening question in an interview. It's also one of the most difficult if you're not prepared. Get to the point and sell your professional self. Why should we hire you?