

“Tell Me About Yourself (TMAY)” or Elevator Pitch

30 Seconds Introduction and Summary of your experience

Sound daunting? It's not. Think of it as if you were writing an essay about yourself – there is an introduction, a body and a conclusion. The sections can and should include the following information:

Introduction:

- Name
- School and grade
- Age

Body:

- Generalized previous work experience
- Clubs, teams or any other extra-curricular involvement
- Volunteer experience
- Achievements or honors received
- Adjectives that describe you and your work ethic

Conclusion:

- Why you want to work for that employer
- How all of the information above makes you qualified for that job

When asked to “Tell Me About Yourself,” many people make the mistake of listing adjectives, like “I’m friendly, I like people, and I’m outgoing.” This doesn’t tell an employer anything about you. What makes you unique?

That’s what an employer wants to know.

HOW TO CREATE YOUR ANSWER TO “TELL ME ABOUT YOURSELF”

You're probably wondering, when am I EVER going to use this? Here are a few ideas:

- When you introduce yourself to a hiring manager
- At an interview
- In a cover letter
- Professional, social, organizational meetings

Here's a quick fill-in-the-blank way to start your answer to "Tell Me About Yourself."

My name is _____ and I am a _____ at
(Your name) (Sophomore, Junior, Senior)

_____. I have worked as a _____ at _____
(High School name) (Job Title) (Job or Volunteer #1)


and at _____ where I learned _____ and _____.
(Job or Volunteer #2) (Skill #1) (Skill #2)

I also _____ for _____ and _____ for _____.
(Activity #1) (Hours/week) (Activity #2) (Hours/week)

My teachers/coaches/former employers describe me as _____
(Adjective #1)

and _____. I am very interested in working for _____
(Adjective #2) (Name of Employer)

because _____ and _____.
(Reason #1) (Reason #2)



**Try not to
memorize your
answer to "Tell Me
About Yourself"
and you will need
to tailor it to each
employer.**

HERE'S A GREAT ANSWER TO "TELL ME ABOUT YOURSELF":

My name is Pat Smith and I am a junior at Local High School. I am very involved on campus and am currently serving as the President of the junior class. I have previous cashier experience from Jamba Juice where I learned how to deliver excellent customer service, as well as keep up in a really fast paced environment.

I am also a member of the Girls' Softball Team. With all of my activities, I have become an expert at managing my time, as well as working with a diverse group of people.

I am now very interested in working for Best Retail Store because I feel that the customer service experience I have gained at Jamba Juice has prepared me to work in your environment.

Other ideas to get you started:

- I have a solid background in _____.
- I have extensive knowledge of _____.
- I have made presentations to _____.
- I am exceptionally good at _____.
- My strongest skills are _____.

