How to Answer "Tell Me About Yourself"

This may be the first question you are asked in an interview, and the way you answer it will set the tone for the rest of your interview. It can impact an employer's first impression of you. Therefore, it is very important to have a strategy for answering this question.

Your answer will be short (60-90 seconds), but touch on the high points of your accomplishments and give the interviewers a sense of who you are as a candidate. Later in the interview you will likely go into greater detail on many of the things you briefly mention in this answer, but you are starting off the interview by reminding them of the most important things they need to know about you.

Part I: Biography

Introduce yourself by providing your educational background and any other interesting or relevant pieces of information about your biography that may be of interest to the employer. Note that you may want to avoid disclosing information related to relationship status, financial status, plans for a family, political or religious views (unless related to the job or organization), legal issues, or negative topics (related or unrelated to your qualifications).

Part II: Skills & Qualifications

Briefly cover 3-6 important experiences or skills you have that relate to your qualifications for this job. Give a sentence or two for each experience, providing some information about what you did, the skills you developed or utilized, and why it's related to this position.

Part III: Your Fit for Position & Organization

Explain why you are there. Why are you the right candidate for this exact role at this specific company?