



PROVE IT! Providing real-world examples is key to successfully demonstrating the skills you will bring to a position. Examples make your skills more real for an employer, so brainstorming examples to reinforce your skills can help as you prepare for interviews.

Using the job/internship description, make a list of 10 skills and qualities that will be important in the position you are interviewing for in column one. In column two, write a specific example you could share to demonstrate that skill. Examples may come from school, class projects, work, volunteer or internship roles, student organizations or other experiences.

SKILL OR QUALITY

EXAMPLE TO DEMONSTRATE

1. _____ _____	1. _____ _____
2. _____ _____	2. _____ _____
3. _____ _____	3. _____ _____
4. _____ _____	4. _____ _____
5. _____ _____	5. _____ _____
6. _____ _____	6. _____ _____
7. _____ _____	7. _____ _____
8. _____ _____	8. _____ _____
9. _____ _____	9. _____ _____
10. _____ _____	10. _____ _____



Tell me about yourself...

Employers will often start an interview by asking the applicant to give a self-introduction. Below are questions to guide a thorough response.

Where are you now? _____

Where have you been (past highlights)? _____

Where are you going (future goals / interests)? _____

Question for the recruiter (career fair) OR reason for interest in this opportunity (interview): _____

What do you know about our company?

Employers want to understand your interest in them and evaluate your research and preparation skills. This question may also be phrased as: what interests you about our company?

Tell me about a time when...

Employers often ask “tell me about a time when” questions that prompt the applicant to describe a specific example or past behavior. When answering these questions, describe the **Situation, Task, Actions and Results (S.T.A.R.)**. In addition to sharing an example, tell the interviewer what you learned from this experience that will make you a better professional. Use a skill or example from the other side of this worksheet to practice identifying and including each of the key parts of a STAR response.

 S _____

 T _____

 A _____

 R _____