Checklist - "Tell me about yourself"

Use this checklist to structure your preparation and make sure you're covering all the key points interviewers are really looking for when they ask 'Tell me about yourself'. Think of it as a quick reference guide before your next interview.

Understand the purpose of the question

- I know that the question isn't about my personal history but about who I am professionally.
- I can summarise who I am, where I've been, and how that connects to the role on offer.
- I understand this question sets the tone for the rest of the interview and should sound confident, clear, and relevant.

Structure my answer

- Start with where I am now – my current role, company, and project types.
- Summarise key responsibilities and achievements that demonstrate my capability.
- Mention what I enjoy most about the work or where I add the most value.
- Link my experience to the new role and highlight why I'm interested in it.

Provide evidence, not generalities

- When asked how a project went, I'll go beyond saying 'It went well'.
- I'll talk about outcomes - on time, on budget, quality, challenges, and lessons learned.
- I can give at least one example that demonstrates how I manage issues effectively.

Keep it recent and relevant

- I'll focus mainly on the last 3–5 years of experience, as it reflects my current level.
- I'll only reference older roles if they add important context or show progression.
- I've prepared concise examples for recent projects aligned with the role I'm interviewing for.

Cover multiple angles

- I've prepared an answer that touches on technical, delivery, and personal aspects.
- My example clearly shows how I handle communication, leadership, and problem-solving.
- I've practised explaining one project in a way that highlights both hard and soft skills.

Communicate naturally

- My answer sounds conversational, not rehearsed or robotic.
- I can adjust my tone to match the interviewer's style and pace.
- I sound confident, positive, and comfortable talking about my work.

Project the right impression

- My answer shows that I can do the job, fit in with the team, and care about the work.
- I've rehearsed it until I can deliver it in 90 seconds to 2 minutes, clearly and naturally.
- I'm ready for follow-up questions with examples that reinforce what I've said.

For in-depth details click here