

Tell me about yourself...

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Telling about yourself

- Very common question in many situations
- In crucial situations (e.g. job interviews) it is essential to be prepared to answer appropriately

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Why: tell me about yourself?

- It's an icebreaker
- Nice way to start understand a bit about you
- You need to use it effectively and get your message across – to communicate what you're good at
 - Having it 'ready' may help you have a nice start and calm you down

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HOWEVER....

- People often don't know what to say....
- and you know how important first impressions are...

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As usual....

- The appropriate thing to say is determined by...

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As usual....

- The appropriate thing to say is determined by...
 1. Who you are speaking to
 2. Circumstance/purpose for which you are asked to tell about yourself

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Know your listener/audience

- Knowing who you're talking to will help you **choose the right story to tell** and **narrow it down** in a way that interests your listeners

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KEY 1

- **Research your audience/listener in advance**
 - Who are they
 - What do they do?
 - How familiar are they with what I am going to say?
 - What do they expect to hear from me

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Know the purpose

- Knowing for what purpose you're asked to tell about yourself will help you **focus on the details that are relevant** to that particular situation

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Be relevant!

If your interviewer is looking for a good communicator

- show that you can communicate well
- give examples of what you have done

Don't talk about your personal life...

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KEY 2: RELEVANCE

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For example...

In a job interview

- Question:
 - Tell me about yourself
- Answer:
 - ...

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What is the real question?

- The information that you are *really* asked for is:
 - What you have done (professionally)
 - What skills you have that make you fit for a job
- **AND NOT:**
 - Your cats, your dogs, how well you can ski, cook, etc.

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Use this acronym

E = Education

E = Employment

S = Skills

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How specific?

Your information should be very specific in **all the details that** may be **relevant** to the job/position/situation

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How specific?

Example:

- you studied in Padova
- Yes, but what is specifically related to this meeting/talk?
- What skills did you acquire that make you perfect for this job/position/role?

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But I have nothing to say....

Even if you haven't done much, you need to **concentrate on your achievements, and skills**

or else...

How is your interviewer supposed to know about you and decide if you are the correct fit for them?

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For example

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Education and Experience

For my degree I studied Communication Strategies. In my final year I studied Internet Marketing, International Communication and Strategic Planning.

I graduated with the highest mark.

While at the University I worked part-time for a phone company, where I developed important skills such as working with costumers, addressing complaints, working towards customers satisfaction.

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Skills

My biggest strength is the ability to communicate, and by this I mean listening effectively to the costumers' needs to ensure that they have the right product that will solve their problems.

My second strength is the ability to work under pressure.

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Provide an example and what you learned from that experience

Both during my studies and in my part-time job I was able to work collaboratively both for the creation of a project and the realization of a product. For example, I was part of a team which developed an advertising campaign against alcohol abuse that was awarded the National Promotional Advertising Prize.

Here I learned to evaluate the pros and cons of any choice you make while creating a project and then assessing the results.

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THE PUNCH LINE

I know I'm young but I believe that with my experience, combined with my educational achievements I can be a very good fit for the position and I would be really excited to be a member of your team.

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To conclude

If you can organize your thoughts well about:

- Your education (what is relevant about it)
- Your professional experiences
- The skills that you've learned that are relevant and applicable to the present situation

→ What can you do for them?

This will give you more confidence and structure as to how to go about an interview

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And remember...

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BE PREPARED!

- Do your homework before going to the interview:
 - Research the company
 - Research the person
 - Research the position

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ANTICIPATE!

- Think of all the possible questions they might ask you
 - Why would you like to work here?
 - What can you contribute to the company?
 - What makes you fit for this job?
 - What is 'special' about you?
- Do not let them catch you by surprise and speechless

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ANTICIPATE!

- Do not let them catch you by surprise and speechless
 - Not knowing what to answer will make you look unprepared

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And finally.....

- Keep it **SHORT** and **SIMPLE!**

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