

## Questions Asked in Every Interview

Questions you *must always* be able to answer in any interview

1. Tell me about yourself.
  - This question is supposed to be an ice-breaker. It is NOT walk me through your resume, it's a first date answer. People just want to get to know you. 2 minutes is fine for the length. Think of this answer as a timeline or a chronological overview of YOU! It's easy to think of it in a Past, Present, Future sort of way.
  - **Example:** "I grew up in a small town in Nebraska, I played sports my whole life and played high school football for 4 years. I was very interested in playing collegiate football, but knew that was probably not going to happen, so I started looking at colleges. I had been to Colorado before skiing with my family and really fell in love with Boulder when I visited. I was admitted into the Leeds School of Business when I applied, I've always known I was going to study business because I've been interested in the markets and economy for years. I specifically chose to study Finance because I love numbers and investing and the creativity involved in finance. Since I've been at CU I've been involved in some great organizations and have taken some very interesting finance classes and at this point, I'm just looking for a way to start putting what I've learned to use in a real world business setting and am excited to talk to you today about your Financial Analyst internship.
  - **This is "your story", make it your own! Tell them things that aren't on your resume. But remember, it's the first answer, you'll have plenty of time to tell them more.**
2. Why are you interested in our job?
3. Why are you interested in our company? What do you know about us?
4. Greatest strength(s) – Really think about what you can offer an employer that the next candidate can't.
  - Be interesting and do not say "hard working" everyone says it and it's boring. Instead use words like ambitious, motivated, perseverance, and proactive, instead of hard working. But better yet, choose a word that really describes who you are – creative, strategic, responsible, compassionate, analytical, etc.
5. Greatest weaknesses – They mean personal weakness, do not say "Math" or "Public Speaking".
  - Make sure you choose a weakness that goes with the job. (Do not say you are not detail oriented if it's a finance job, or that you are sometimes too quiet if it's a sales job.)
  - Choose a weakness that affects only you, something that would not affect your performance in the workplace. Never admit to the following weaknesses: stubborn, lazy, procrastinator, disorganized, controlling, poor time management skills, etc.
  - Give some good news about your weakness, then state your weakness and how you are working on it. Memorize your answer to this, the more uncomfortable you are, the more you will say, the worse your weakness becomes.
6. Why should we hire you? – This is your big chance to SELL YOURSELF!
  - Think of 5 reasons. Only one should be technical, educational or anything else on your resume.
  - Choose reasons that directly related to their job and job requirements. Be sincere and interesting and if you are going to give a reason for being hired, make sure you can back it up with an example.
  - In order to sell yourself in an interview, you need to know what you are selling. Take some time to figure out who you are, what you have to offer and why a company would be lucky to have you.