Interview Skills Worksheet

Part 1: Answer eight common interview questions to prepare for an interview.

1. Why are you looking for a job?

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2. How would you describe your ability to work as a team member?

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3. What are your weaknesses?

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4. Tell me about an accomplishment you are most proud of.

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5. Tell me how you handled a difficult situation.

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6. Why should we hire you?

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7. What is your dream job? Where do you see yourself in five years? Ten years?

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8. What was the last book you’ve read for fun?

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**Part 2:** Write your top five strengths.

1. ___________________________________________________________
2. ___________________________________________________________
3. ___________________________________________________________
4. ___________________________________________________________
5. ___________________________________________________________

**Part 3:** Prepare a 250-350 words statement about yourself with a script. Think about your strongest skills, greatest areas of knowledge, personality strengths, work ethic, key accomplishments, and the things you do best. Also think about your future goals and how it connects to your present and the job you’re applying for. Overall, the employer mainly wants to know how your experience connects to the job. First, talk about your past experiences and how it was successful. Second, talk about your strengths and skills related to the job. Finally, conclude with a statement about why you’re interested in the job and where you are currently.

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