Interview Prep Quick Guide

Tell Me About Yourself (a.k.a. Your Elevator Pitch)

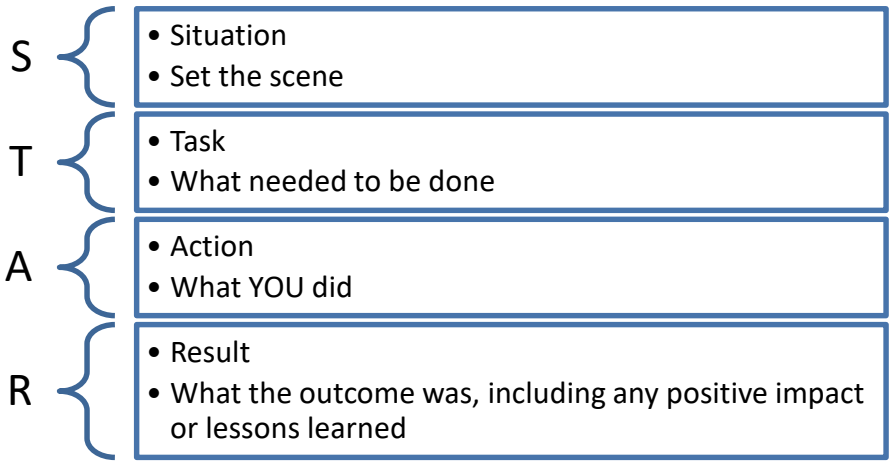
Make a great first impression in 30–90 seconds:

WHO YOU ARE	Start with a brief, high-level overview of your education and career, then highlight your current focus or professional goal.
WHAT YOU OFFER	Share 2–3 strengths or proud accomplishments, and something unique about you that shows a personal side (avoid topics like politics, religion, or family).
WHY YOU ARE HERE	Why this job + company? Show your interest. Be specific! Pull from the job description. Research the company.

Example:
"Hi, my name is [Name], and I'm currently a [major/year, e.g., second-year Communications student] with a strong interest in [industry or career focus, e.g., marketing and public relations]. Through my coursework and involvement in [activity, e.g., the campus events committee], I've developed skills in [key skills, e.g., public speaking, social media, and project coordination]. Recently, I led a campus fundraiser that raised $3,000 for a local nonprofit, which strengthened my leadership and event planning skills. What drew me to this role is [highlight bullets from job description]. The reason your company is of interest is because [highlight company culture, employee relations, product, clients, etc.]."

Behavioral Interview Questions = Be ready for questions that ask for examples. A brief story shows how you've handled a situation and what you might do in the future.

Use the STAR Method to structure your response in around 3-5 minutes:



***STAR* Example**

Interview Question: "Tell me about a time you managed a challenging project under a tight deadline."

Situation: "In my previous role, I was tasked with organizing a large-scale virtual career fair with only three weeks of lead time."
Task: "The goal was to secure 20+ employers, promote the event, and ensure a seamless online experience for over 300 students."
Action: "I quickly created a project plan, streamlined employer outreach by using templates, and coordinated with the marketing team for rapid promotion. I also ran tech tests to prevent connectivity issues."
Result: "The event hosted 25 employers, saw 350+ student attendees, and received 95% positive feedback. Several students secured interviews directly from the event."

Top STAR Topics to Practice

Many STAR examples can be applied to multiple questions. When preparing, focus on brainstorming examples by skill category rather than individual questions. This makes your examples more versatile. Use the job description as your guide. Identify the key skills they're seeking and prepare STAR examples that demonstrate those abilities.

Leadership

"Tell me about a time you led a team through a difficult situation."

Problem-Solving

"Describe a time when you had to think creatively to solve a problem."

Teamwork

"How did you work with a difficult team member?"

Adaptability

"Share a time you adjusted quickly to change."

Note: Be prepared for common questions like "What are your strengths and weaknesses?" Show self-awareness and support your responses with examples that demonstrate how you add value.

Research the Company: Use these sources to get up to date information to support your answers, and help you ask more insightful questions.

Ask Smart Questions: Prepare at least 3-5 thoughtful questions to ask the interviewer.

Company website (mission, values)	**Google News** (latest updates)	**LinkedIn** (review what the company is posting and check-in with connections)	**Search Google, Indeed, or Glassdoor** for past interview questions to prepare.

Here are some examples of questions to ask:

"What are the top goals for this role in the first 6 months?"	I read about [Company's new initiative, program, or partnership]. How do you see this impacting the team I'd be working with?
"How does the team usually collaborate?"	How does the company support ongoing learning and career growth?"
"How is success measured in this role?"	"What can I do to start preparing for this role now?"

Boost Confidence Through Practice

Practice = Less Stress!

- Do a mock interview with a friend or Career Coach
- Use Big Interview to practice interviews from home
- Record and watch yourself back to improve delivery

Final Tips

- Send a thank-you email within 24 hours
- Highlight what excites you about the role
- Be yourself…they already liked your resume!

You've Got This! Each interview is valuable practice for the next. Take time afterward to reflect—what went well, and what could be improved? Use that insight to sharpen your approach moving forward.