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How to answer the age old interview question: **“Tell me about yourself”**

This question is used by untrained interviewers, unprepared interviewers or some who view it as an ice breaker...and a very high percentage of people tend to ramble or give less than stellar answers. *Whether you get this job or not, remember this as this will help anytime you get this question.*

Step 1. A ONE sentence overview of your career with a few adjectives. “I’m a focused, high energy CFO that has excellent experience in partnering with the executive team to drive the business in the right direction.”

Step 2 ONE or TWO sentences highlighting ONE of your most significant accomplishments over the last 2-3 years to peak their curiosity. Use numbers or percentages to quantify. “For example, last year we purchased a \$70M business and my team integrated 2 accounting systems into one; drove process changes that saved over a \$1M and successfully merged 2 departments together while maintaining a positive team environment.”

Step 3 A ONE sentence summary of what you want to do in your next career assignment. Of course, hopefully this aligns with the job you are interviewing for! “In my next company I’m seeking to become a trusted CFO and business partner in order to drive a company to higher levels of profitability and success in their marketplace.”

Of course YOU should write your own answers. This is short and sweet and to the point. In many cases the next question they ask will be to more fully explain *your accomplishment*. Do you think you can talk about that in an enthusiastic and passionate way? Of course you can. Your interview just got off on a great start!!

Write it down and memorize it so it comes out naturally.