

## Interview Time Is Show Time

Want to tell a potential employer that you're creative? A problem solver? Flexible?

Instead of describing yourself as a "self-starter," tell a story about how you took action when you saw an issue that needed to be fixed.

Don't say you are "flexible"—tell the hiring manager about a change in your job (or schoolwork demands) and what you did to deal with the change.

Well-worn phrases won't help you get the job, but concrete examples will!

<b>Don't say</b>	<b>The story you need to tell</b>
<b>Highly qualified</b>	Highlight your accomplishments in previous jobs. Emphasize your specific skills and note any certifications you have earned.
<b>Hard worker</b>	Explain exactly how you've gone the extra mile for your job. For instance, did you regularly meet tough deadlines, handle a high volume of projects, or tackle tasks outside your job description?
<b>Team player</b>	Provide examples of how you worked with colleagues or individuals in other departments to meet an objective or complete a project.
<b>Problem solver</b>	Highlight a difficult situation you encountered and how you handled it.
<b>Flexible</b>	Describe how you responded to a major change at work (or in your schoolwork) or dealt with the unpredictable aspects of your job.
<b>People person</b>	Can you offer examples of your strong communication skills? Can you describe how you've worked with co-workers and customers?
<b>Self-starter</b>	What can you contribute immediately to the company or to the department you work in? Describe how you took action when you saw an issue that needed to be fixed.