| **What skills does this job involve?** | **What are your strengths?**  
(skills, traits, experiences relevant to this job) |
|--------------------------------------|--------------------------------------------------|
| (hint: revisit the job description) | strength:_________________________  
example:                                  |
|                                      | strength:_________________________  
example:                                  |
|                                      | strength:_________________________  
example:                                  |
| **What are the most important things the committee should know about you?**  
(list several bullets) | **Why do you want this job?** |
| [brainstorm symbol]                  | **Why do you want to work for this organization?** |
|                                      | **Why should they hire YOU?** |
|                                      | **What questions do you have for them?** |
| [brainstorm symbol]                  | [brainstorm symbol] |
|                                      | [brainstorm symbol] |

---

**brainstorm symbol**

---

University of Idaho  
Career Services  
www.uidaho.edu/careerservices  
(208) 885-6121  
Idaho Commons 334
Gather Your Stories

"Tell me about a time when you..."

...had a conflict with a coworker or teammate?

...had to prioritize multiple responsibilities/projects?

...displayed leadership?

...worked collaboratively on a team?

...used logic to solve a problem?

...accomplished something you are proud of?

...experienced failure. How did you handle it?

What are other qualities/experiences you think they are looking for? (think of example stories to demonstrate each)