



## Tell Me About Yourself: Worksheet

Employers, recruiters, and contacts often pose **“tell me about yourself”** to begin a conversation during networking conversations and interviews. Use the guidance below to prepare a 30-45 second introduction to accomplish two primary goals:

1. Express your authentic interest in their organization or industry.
2. Strategically share details of your experiences at TCU so the contact can ask follow-up questions.

**1. Introduction:** *“My name is \_\_\_\_\_ and I am currently a \_\_\_\_\_ studying \_\_\_\_\_ at TCU’s Neeley School of Business. I am actively exploring \_\_\_\_\_.”*

**2. Motivation:** why are you interested in exploring this industry? Do you have a personal connection (e.g. *your family runs a farm and you would like to explore the Food & Beverage industry*) or an academic interest (e.g. *you are attracted to the analytical side of wealth management and were introduced to Finance through your Neeley courses*)? There may be many reasons for your interest. Pick one, and share. Do not use statements like *“I’ve always been interested in...”*; instead, reflect on your values and interests to share your authentic motivation. Try starting with *“I first became interested in this industry when...”*

**3. Academic Exposure:** include 1-2 relevant academic courses or projects. Which TCU courses, class projects, or research helped you build your content knowledge and skills for this industry area?

**4. Experiential Engagement:** include 1-2 ways you have explored this industry, or subject matter, in a hands-on way. Consider internships, past employment, research experiences, leadership roles (on and off campus), and volunteer work.

**5. Closing:** share a statement that thanks them for their time and reconfirms your interest, for example, *“I appreciate you taking the time to meet with me. I’m excited to learn more about \_\_\_\_\_.”*