“Tell me about yourself”

A 60 to 90 second answer in three parts. Write one or two lines for each part below, then practise it out loud.

1. Present

What you do now, in one sentence, plus one result.

2. Past

One or two experiences that explain how you got here. Only the relevant ones.

3. Future

Why this role, at this organisation, now. The part most people forget.

Three example answers

Customer service adviser → team leader

PRESENT “I’m a customer service adviser at an energy supplier, handling about sixty calls a day, and I’ve been top of my team for customer satisfaction for two quarters.”

PAST “I got into service work through hospitality, where I learned to stay calm with difficult customers.”

FUTURE “Now I want to move into a team lead role, and your trainee supervisor programme is the reason I applied.”

Warehouse team leader → operations

PRESENT “I’m a team leader at a distribution centre, running a shift of twelve, and last year we cut picking errors by a third.”

PAST “Before that, I spent four years in retail, which is where I learned to keep people calm when it’s busy.”

FUTURE “I want to move into operations management, and your new site is exactly that kind of opportunity.”

Supermarket supervisor → healthcare assistant

PRESENT “I’m a shift supervisor at a supermarket. I run the morning team and I’m the person colleagues come to when a customer is upset.”

PAST “I’ve also helped care for my grandmother for two years, which showed me how much patience and dignity matter.”

FUTURE “I want to make care my career, and your healthcare assistant programme is the right place to start.”

Your answer

Present My current role, and one result I can point to

Past One or two experiences that matter for this job

Future Why this role, here, now (change this for every application)

Practise tonight

- ☐ Say it out loud three times, recording on your phone
- ☐ Listen back once. Is it under 90 seconds?
- ☐ Cut anything that doesn’t help you get this job
- ☐ Learn the three points, not the exact words

Avoid

Reading your CV out loud from school onwards.
Hobbies, family or anything not relevant to the job.
Going past two minutes.
Reciting a memorised script.

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