

6 Goals

Describe your goals and how the job can give you skills or experience.

● Example:

Interviewer: Can you explain why you changed careers?

Answer: “As soon as I finished college, I set a goal that I wanted to design logos for clients.”

7 Flexible

If you can demonstrate that you can work with various people in many different environments and adapt to changes in projects.

● Example:

Interviewer: Tell me about a challenge or conflict you've faced at work, and how you dealt with it.

Answer: “.....As the project manager, it fell to me to help my team learn to be flexible and avoid frustration.”

Describing your personality

- **Easy-going:** a relaxed person who is easy to get along with
- **Hard-working:** someone who works well and isn't lazy
- **Committed:** a person who is loyal to a project or person
- **Honest:** someone who tells the truth
- **Focused:** someone who is not easily distracted
- **Proactive:** someone who takes steps to complete tasks without supervision

Describing your experience

- *I have five years' experience as a waitress/in retail/as a teacher*
- *I worked in retail for seven years and was promoted to manager in my second year*
- *I studied at the University of Queensland*
- *I worked for Anderson and Assoc. as a lawyer*

Describing your goals

- *I'm looking to further my skills as a barista/in hospitality, as a childcare worker/in early childhood education*
- *I want to improve my career in physiotherapy/as a physiotherapist, in administration/as an administrator, in retail/as a branch manager*
- *I believe your company is an important player in its industry*
- *I feel my skills set is a perfect fit for your team and I can contribute by...*