

## Diagram: "Capsule Me"

This is a process for developing the "two minute drill" or "capsule me" model.

This is a powerful tool used to provide an overview (capsule) of your history, key accomplishments and your interest in the position.

Once this model is developed, you can handle any question related to "tell me about yourself" by covering what has influenced you, your personal life, education, career, key accomplishments, and what you are seeking in a position. The model should lead your audience to conclude about 12-14 positive things about you in about 2 minutes. This model is effective in networking as well as interviewing. You should memorize it and deliver it with energy.

After creating your awesome and powerful Two Minute Drill, try to trim it down some more. Build a "30 Second Drill" for those times when you have just a few seconds!

- 5-7 seconds on personal life & education
- 20 seconds on work history (at least one accomplishment)
- 5 seconds on reason for leaving last job (feel free to drop this when appropriate)
- 5-7 seconds on what you are looking for

CAPSULE ME

OR

HOW TO ANSWER THE QUESTION "TELL ME ABOUT YOURSELF?"

Before the interview you must prepare a presentation that reduces your past and future into a two-minute capsule.

1. Brief statement about yourself, family, early life, and college education.
2. Early Career, two or three key accomplishments.
3. More recent work experience and key accomplishments. Be prepared; tailor these to the particular situation.
4. Reason for leaving last company.
5. Current Status:
  - How come you're here?
  - What are you looking for?
  - What can you offer?

