



Name: _____

Hr: _____

JOB ESSAY

TheInterviewGuys.com

DAY 1

- I. CHOOSE: Read each of the essay options. Get rid of any topic that felt vague or uninspiring to you.
- II. CHOOSE: Choose the one you'd like to use for your job essay!
- III. PREWRITE: (choose)
 - Brainstorm
 - Outline
 - Graphic organizer
 - Draft

DAY 2

DRAFT: You have the class period to format, draft, and print the essay, with a **limit of 650 words!**

Be sure to:

- ☐ Use MLA to set up the heading, double spacing, font, etc.
- ☐ Answer the question & maintain your focus!
- ☐ Use proper structure (sentence, paragraph, organization, etc.)
- ☐ Avoid run-ons, comma splices, & fragments!
- ☐ Let your voice come through with specific word choice!
- ☐ Use correct spelling & punctuation!
- ☐ Strive for perfection!
- ☐ Print!

1

"WHAT IS YOUR GREATEST STRENGTH?"

DO:

Grab hold of the opportunity this question gives you. This question really lets you guide the interview where you want it to go. This your chance to relate your most impressive success story, so take advantage!

Highlight a strength that is crucial to the position.

Find out from your company research and from the job description what strengths the company puts a lot of stock into.

DON'T:

Don't make claims that you can't illustrate with a brief example or fact.

Don't be overly modest but don't claim to be Superman or Superwoman either.

Don't name a strength that is irrelevant to the job at hand.

Please share your answer in 650 words or less. (In conclusion, don't forget to tie your topic in with the job for which you are applying.)

Option 1

2

"WHAT IS YOUR GREATEST WEAKNESS?"

This classic question freaks people out but it shouldn't. As long as you pick a weakness that **isn't a key competency** for the job and you show that you have taken steps to "work on it", you will be fine.

DO:

Show that you are aware of your weakness and what you have done to overcome it.

Show that you are "self-aware" and that you have the ability to take steps to improve yourself.

DON'T:

Don't you **DARE** answer with the cliché "I'm a perfectionist" or any other such answer that the manager can see right through.

Don't highlight a weakness that is a core competency of the job. (Know the job description "inside and out".)

Don't dodge this question.

Please share your answer in 650 words or less. (In conclusion, don't forget to tie your topic in with the job for which you are applying.)

Option 2

3 "DESCRIBE A DIFFICULT WORK SITUATION AND WHAT YOU DID TO OVERCOME IT..."

Relate a story where you dealt with a problem successfully. The key here is to pick a success story that shows you exhibiting the qualities/skills required at the job and company you are interviewing for.

DO:

Pick an example that shows you tackling a problem that could arise at the new company you're interviewing for. This shows your value.

Be specific and fairly concise.

Use the S.T.A.R. Method (Situation, Task, Action, Result – Read our [behavioral 101 article for explanation.](#))

DON'T:

Don't bash anyone in your success story. (Coworker, boss or customer!)

Don't ramble.

Please share your answer in 650 words or less. (In conclusion, don't forget to tie your topic in with the job for which you are applying.)

Option 3

4 "WHERE DO YOU SEE YOURSELF IN 5 YEARS?"

You **DO** want to show that you are an ambitious person **BUT** you need to show that you don't have your "head in the clouds" and are focused on the job at hand.

DO:

Demonstrate when you answer the question your level of commitment to the position they are interviewing you for.

After you have demonstrated your commitment to the role you are interviewing for, outline a realistic growth strategy that is **directly tied to the role you're in and the needs and values of the company**.

Stress your interest in a long-term career at the company

DON'T:

Don't exhibit ambition to the point of seeming like this particular job is just a "brief stepping stone" for you. You need to show commitment.

Don't say "Actually I want to be in YOUR seat within the next 5 years." (or CEO) to the hiring manager.

Please share your answer in 650 words or less. (In conclusion, don't forget to tie your topic in with the job for which you are applying.)

Option 4

DAY 3

☐ EDIT: You have 1/2 class period to Peer Edit the essay. Peers must be sure to CLOSELY check:

1. MLA heading, spacing, etc. correct?
2. No more than 650 words?
3. Answered question & maintained focus?
4. Used proper structure (sentence, paragraph, organization, etc.)?
5. Avoided run-ons, comma splices, & fragments?
6. Let voice come through with specific word choice?
7. Use correct spelling & punctuation?
8. Perfect yet?

☐ EDIT: You have 1/2 class period to Correct the essay. Save & print final copy to hand in!

LATER...

- ❑ EDIT: This is an opportunity to shine and make a lasting impression!
 - Check for small errors.
 - Double check for sentence issues.
 - Check again for areas that don't flow or make sense.
- ❑ PRINT: Print your new, perfect SCHOLARSHIP ESSAY!
- ❑ SUBMIT: Most area colleges have an early scholarship deadline of November 1st, so DON'T BE LATE!!!