

1. What are your goals?

Perfect Phrase: “I _____ to think of _____ in the short and long _____. My short-term goal is _____ find a _____ that is a good _____ for me and the company. Once I _____ to be a contributor, I _____ like to continue to grow and _____ on more responsibility for _____.”

Note: Avoid using phrases that don't really say anything specific. They don't mean anything.

2. Do you have any questions?

Perfect Phrase: “Yes, I _____. Could you _____ me about the company _____ and how the _____ economy is _____ your business?”

Note: This is your opportunity to find out important information about the company.

3. You don't seem to have any experience in this field.

Perfect Phrase: “My _____ is with a system very _____ to that one. In _____, I learned to use the system I am _____ using within two weeks _____ starting my job. _____ I like computers _____ much, new _____ come quickly _____ me. I can be up and _____ in record time.”

Note: If you don't have experience with something in particular, think of something similar that you picked up very quickly. Let the interviewer know that you will be up and running in no time and that he won't have to hold your hand through the process.

4. How would your current boss describe you?

Perfect Phrase: “My boss _____ tell you that I work very _____ without a lot of _____. He has had to _____ on me to _____ things as he travels a great _____.”

Note: Never make your boss look bad. By putting a positive spin on the way you say something, you can

emphasize your strengths rather than your boss's weaknesses.

5 . What do you like best about working with your current company?

Perfect Phrase: “ _____ thing about my company that I really like is the _____ that is emphasized _____. No matter what _____ I have worked _____, there is a _____ of partnership and pulling together. That’s _____ to me in my _____.”

Note: Never bad-mouth a company or person. This reflects badly on you and the company or person you are talking about. The thinking is that someday you will talk about this person or company like that when you leave.

6 . What are your strengths?

Perfect Phrase: “My strengths _____ my _____ and my flexibility. I am _____ for my ability to get the job _____; done right; and done on _____. I do whatever it _____ to fulfill my commitment to _____.”

Note : By using the same phrase everybody else uses, your words lose their impact. By making a more definite, stronger statement with some punch, your words are more likely to impress.

7 . What are your weaknesses?

Perfect Phrase: “I usually have a _____ memory for details, _____ sometimes when I am in the _____ of several _____, I have to stop and organize myself and _____ what has to be done. I make _____ and do spreadsheets so that I don’t miss any _____. This really helps me remember important details as _____ as the not-so-important details.”

Note: Try putting a positive spin on your weakness and tell what you’ve learned or are learning to improve on a weakness.

8 . What is your salary expectation?

Perfect Phrase: “When the time _____ to talk money, I am _____ that we will come _____ with a mutually _____ amount. Could you tell me the _____ budgeted _____ the position?”

Note: The unwritten rule is, “ He who mentions money first loses.” Let the interviewer bring up the subject and then let him or her be the first to mention the dollar amount, if possible.

9 . Why are you leaving your current job?

Perfect Phrase: “I have _____ some _____ goals for myself to become _____ of a bigger team in the _____ of negotiations where I can _____ based _____ my past experiences.”

Note: Words and phrases such as, “looking for a challenge,” or “to grow and develop and learn new things,” are overused and meaningless to the interviewer.

10. Why do you want to work for this company?

Perfect Phrase: “My _____ today is to find _____ why I would want to _____ for your company. I know that I have _____ it takes to do this job, and _____ what I have read _____ researching your company, it looks like a good _____ . I am here to find out more about the _____ .”

Note: By putting the interview on equal terms in which I am “checking you out” while you are “checking me out,” you will have a stronger position in the interview.