

Interview Preparation – Opening and Closing Statements

The interview will usually be conducted in three stages:

1. The Opening Statement
2. A Series of 5-10 Questions
3. The Closing Statement

Of these three, by far, the opening statement is the most crucial. It should consist of a memorized speech conveying your education, background, and experience. The most effective opening statements are those that formulate these concepts within a time- frame starting with educational achievement, background (i.e. work history), and a demonstration of the skill sets that qualify for the position.

The speech should be somewhere between three to five minutes in length. All qualifications mentioned in the opening statement should be backed by specific examples. Your opening statement should make an effort to emphasize your individual qualifications that are relevant, if not specific to the skill sets required for the position for which application is being made.

Remember, the opening statement is your opportunity to define yourself on your terms outside of the limited parameters of the question format. The stronger and more comprehensive your opening statement is, the less probing the questions will be that follow. **Most interviews are won or lost on the competency of the opening statement.**

Tip:

A great way to judge the effectiveness of your opening statement is to try it out on someone. After you have developed what you feel is a strong opening statement, ask a neighbor, co-worker or someone in your community who you trust to give you a few minutes of their time, for some honest assistance. Recite your opening statement to them and then ask the question: Who am I, and what are my qualifications? Their answer will give you crucial feedback on examining how effective your opening statement is. It will also show you whether or not your words are conveying the message you want others to perceive.

The final part of the interview is the closing statement. It is normally asked in the context of “Is there anything else you would like to add...” This is your opportunity to revisit any portion of the questions asked to you previously. So for example, if you were uncomfortable or incomplete in a previous answer given to the panel... this is your opportunity to recover. You can respond by saying for example:

“Yes, there is something I would like to add. When you asked me earlier about what factors I considered when prioritizing my daily tasks, I think it’s important for you to know that I forgot to mention the following...”

Sample Of Opening Statements For Job Interview

Linda Matias JCTC, CIC, NCRW



Sample Of Opening Statements For Job Interview:

Use Your Head to Get Your Foot in the Door Harvey Mackay, 2011-01-04 Harvey Mackay hits the bull's eye. An important book for important times in our lives. The Shark Man at his very best. Larry King Harvey Mackay returns with the ultimate book on how to get and keep a job you truly love whether you're twenty one, fifty one or seventy one. In this era of downsizing and outsourcing you can never be sure your job will still exist in five years or five weeks. So you'd better think of your career as a perpetual job search. That demands a passion for lifetime learning and the skills for relentless and effective networking. Uplifting, amusing and jam-packed with proven tips. Use Your Head to Get Your Foot in the Door will guide you through the toughest job market in decades. It's also the definitive A to Z career resource for the rest of your life.

Resumes For Dummies Joyce Lain Kennedy, 2007-02-26 Is your job search stalling out after you submit a resume but before you're offered an interview? With reinvented recruiting technology, unmanageable millions of resumes choking employer databases and government mandates in the name of diversity, a gigantic change has occurred in the recruiting world over the past several years and it demands a fresh look at how you write and market your resumes. Whether you're entering the job market for the first time, changing jobs or changing careers, Resumes for Dummies 5th Edition will show you the ropes and rules for a new era in recruiting and job finding. With 85% new content added since the previous edition, this up-to-date guide gives you the very latest strategies on how to create and more importantly, distribute your resume in today's new job search environment. You'll learn: Why most generic online resumes fail. How to customize resumes for each job opening. New quick ways to find the right jobs. How to use meta search engines to your advantage. Why both digital and print versions of resumes are still needed. How to use resumes interactively. The resume basics that still knock 'em dead. How to create resumes for your life's changing phases. What to do after you send them. Your resume. With a wealth of sample resumes organized by industry and career field, experience level and age and special circumstances along with tips on choosing professional resume help and other valuable resources, Resumes for Dummies 5th Edition will help you get noticed in a universe saturated with billions of resumes and more on the way.

How to Say It Job Interviews Linda Matias JCTC, CIC, NCRW, 2007-08-07 A pocket-sized companion providing smart interviewing principles for every job seeker. This guide offers the hands-on information, tools and real-life scripts interviewees need to comfortably and effectively pitch themselves. With concrete examples of job-winning words and phrases plus invaluable ideas on how to advertise skills, this resource includes: Tactics to avoid self-consciousness and canned answers. Tips on how to anticipate questions. Strategies for framing responses with the organization's needs in mind. Techniques for responding assuredly to questions crafted to bring down your guard. A variety of solid, easy-to-implement tools to help ensure a winning job offer.

I Hate Job Interviews Sam Owens, 2024-06-04 For anyone wanting to elevate their interview skills, this superb book does the job. STEPHEN M. R. COVEY, New York Times bestselling author of The Speed of Trust. Go into your next job interview with confidence, ready to knock any question they

throw at you out of the park The key to landing that dream job or big promotion often comes down to how you perform in the job interview After bombing some interviews early in his career Sam Owens vowed that would never happen to him again and began work on a system to ensure he was ready for even the most oddball questions in future interviews The system he developed proved so successful Sam built a career coaching business around teaching it to others and has now coached thousands of people on how to prepare for interviews In I Hate Job Interviews Sam shares his proven methodology and provides simple frameworks and demonstrations on how to answer any type of job interview question Using this proven system job candidates will gain confidence in answering introductory behavioral hypothetical opinion personal think on your feet salary and self awareness questions You will learn How to craft power examples to show how your skills align perfectly with the job you are applying for To conduct practice interviews so you are ready when the big day arrives To make a big first impression with that first question To tell compelling stories that clearly demonstrate your abilities Simple strategies and frameworks to nail hypothetical and scenario questions Salary negotiation skills to maximize your job offer [Gain an Edge at Job Interviews](#) Jeff Tapper,2014-07-18 Never underestimate the need to compete in the job interview process This comprehensive yet concise book covers what to expect how to prepare and how to gain the much needed confidence to succeed Key benefits include Know what to research prior to the interview Control your nerves Utilise body language to read and influence the interviewers Discover the hidden selection criteria Learn winning strategies and tips Deal with questions on pay Know the thirty five common questions and their answers Have access to a library of over 900 practice questions Stand out and be remembered in your interview by applying the recommended strategies **Nail Your Law Job Interview** Natalie Prescott,Oleg Cross,2025-09-12 Winner 2009 Career Book of the Year Award in ForeWord magazine Gold Medal Finalist 2009 BOYTA Awards from Foreword Book ReviewsFinalist 2010 Next Generation Indie Book Awards in career categoryNail Your Law Job Interview provides tips examples and substantive advice This award winning book is the only comprehensive interview guide for lawyers interviewing for any type of a legal job Through real life examples interviews and tips from hundreds of prominent legal professionals judges recruiters and firm partners this book reveals successful interview strategies insider perspectives bold moves and unique challenges facing candidates in a difficult economy Some topics covered in this book include Questions to ask and what not to ask Dangerous answers and risky interviewing techniques Body language gap fillers and sample list of effective questions What to wear what to bring and how to do your homework before the interview Lunch interview etiquette Dealing with inappropriate questions and arrogant interviewers Tips for working with a headhunter and negotiating an offer Interviewing after getting laid off Specific advice for government clerkship foreign and in house job applicants [The Public Speaking Playbook](#) Teri Kwal Gamble,Michael W. Gamble,2022-12-08 The Public Speaking Playbook coaches students to prepare practice and present speeches whether in the classroom public sphere or in a virtual setting Authors Teri Kwal Gamble and Michael W Gamble employ an interactive

approach to building skills through various exercises that allow students to practice and improve their public speaking. Features such as objectives, coaching tips, and new self-assessments in each section further aid student success and reinforce key competencies. The Fourth Edition makes this text more relevant, timely, and engaging with increased coverage of recent events and a focus on improving virtual presentation skills. This title is accompanied by a complete teaching and learning package. Learning Platform Courseware SAGE Vantage is an intuitive learning platform that integrates quality SAGE textbook content with assignable multimedia activities and auto-graded assessments to drive student engagement and ensure accountability. Unparalleled in its ease of use and built for dynamic teaching and learning, Vantage offers customizable LMS integration and best-in-class support. It's a learning platform you and your students will actually love. Select the Vantage tab on this page to learn more. Assignable Video with Assessment: Assignable video available in SAGE Vantage is tied to learning objectives and curated exclusively for this text to bring concepts to life. Watch a sample video now. LMS Cartridge: Import this title's instructor resources into your school's learning management system (LMS) and save time. Don't use an LMS? You can still access all of the same online resources for this title via the password-protected Instructor Resource Site. Select the Resources tab on this page to learn more.

Practical Aspects of Interview and Interrogation David E. Zulawski, Douglas E. Wicklander, 2002. Written by two experts who have conducted more than 15,000 interviews and interrogations from theft to homicide, this book covers the entire sequence of events that occur during the interview and interrogation process. The authors present their method in a cookbook fashion, allowing the flexibility to select a number of different paths to interrogating a suspect. Rehabilitation Record, 1966

Generalist Social Work Practice Janice Gasker, 2023-02-12. Generalist Social Work Practice provides students with the foundational skills and knowledge needed to serve clients across micro, mezzo, and macro areas of practice. Author Janice Gasker engages students through evidence-based pedagogy, self-reflection opportunities, application and reinforcement of concepts, and an abundance of critical thinking sections, including profession practice standards such as the 2018 NASW Code of Ethics and 2022 EPAS Updates. The Second Edition includes an emphasis on Critical Race Theory, greater coverage of issues related to race and intersectionality, and a new section on institutional racism in social work. Included with this title. LMS Cartridge: Import this title's instructor resources into your school's learning management system (LMS) and save time. Don't use an LMS? You can still access all of the same online resources for this title via the password-protected Instructor Resource Site. Learn more.

How to Prepare for Medical School Interviews Philip McElroy, 2021-08-15. HIGHLY COMMENDED IN THE 2017 BMA BOOK AWARDS. Here's what the judges said: "The book is thorough and well-written. It has many good questions and challenging scenarios and will allow candidates to prepare thoroughly for their interview. This is a useful book with plenty of scenarios for medical school applicants to practise and prepare. I am not aware of any other books in this subject area that describe potential interview questions to such depth. The quality of the questions as well as the answers and the variety is satisfying to see." Competition

ratios for medical school are approximately 10:1. Faced with the increasing numbers of well qualified applicants the medical school interview has become a vital part of the application process. Put simply if you want to get into medical school you will need to do well in your medical school interview. As well as the more traditional use of across the table interview questions many medical schools are now using Multiple Mini Interviews as a core part of their recruitment process. *How to Prepare for Medical School Interviews* is the largest collection of both types of interview questions available. It contains over 200 practice questions with full answers as well as detailed practical advice to help you approach your interviews with confidence. Edited by an academic surgical registrar and with real life contributions from students from medical schools across the UK *How to Prepare for Medical School Interviews* is the perfect book to help you get ready for practise and succeed in your medical school interview.

The Training and Development Sourcebook Craig Eric Schneier, 1994. Included are 50 of the most important articles written by leading practitioners in the training field. Also includes over 50 fully reproducible training tools and instruments that will save you valuable time in new program development and delivery.

Broadcast Announcing Worktext Alan R. Stephenson, Reed Smith, Mary E. Beadle, 2020-04-29. Broadcast Announcing Worktext now in its fifth edition remains one of the best resources for those looking to gain the skills techniques and procedures necessary to enter the competitive field of broadcast performance. Written accessibly with easy to digest modules and practice projects this book encourages active participation from readers to help develop their talent on air. In addition to the principles of good performance the book addresses the importance of the audience and how to communicate effectively to diverse groups. The book combines traditional teaching with practical experience and includes sample scripts and self study exercises to allow for a practical hands on application of key concepts. The fifth edition expanded throughout features updates about performance on the Internet and social media as well as content about podcasting and audio performance. A new chapter on international media offers readers a look at media performance and career possibilities around the world. This book is an invaluable resource for any student of journalism communication or public relations looking to enhance their media performance skills. A detailed accompanying website features audio clips sample test questions and a Professionals Comment Bank setting out experience and advice from working pros.

How to Speak Business English with Confidence: Second Edition - Unlocking Advanced Communication Skills for Success Ranjot Singh Chahal, 2024-11-21. Unlock the full potential of your professional communication with *How to Speak Business English with Confidence Second Edition Unlocking Advanced Communication Skills for Success* by Ranjot Singh Chahal. This updated edition is the ultimate guide for professionals looking to elevate their business English to new heights. Whether you are just starting your career or aiming to refine your communication skills this comprehensive book covers everything you need to succeed in today's global business environment. In this second edition Chahal expands on the foundational principles introduced in the first edition diving deeper into advanced techniques for writing speaking and networking with confidence. From mastering persuasive communication in sales and marketing to

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implementing research studies Applied Sport Management Skills Robert N. Lussier, David C. Kimball, 2023-03-06 Applied Sport Management Skills Fourth Edition With HKPropel Access takes a practical approach for teaching students how to become strong leaders and managers in the world of sport Organized around the central management functions of planning organizing leading and controlling and addressing the Commission on Sport Management Accreditation COSMA Common Professional Component topics and North American Society for Sport Management NASSM guidelines the fourth edition has been extensively updated with hundreds of new references and sport examples The text employs a three pronged approach for teaching management theory putting theories into practice and developing students management skills Timely discussions and case studies address the impacts of COVID 19 Black Lives Matter initiatives name image and likeness rules women in executive positions corporate social responsibility data analytics and more While other texts focus on learning about sport management Applied Sport Management Skills enables students to apply the principles while developing the skills to become effective sport managers Interactive online learning tools available through HKPropel complement activities found in each chapter Flash card activities help students learn key terms Self assessments which ask students to identify their strengths and weaknesses and plan to improve shortcomings are now assignable trackable and automatically scored Applying the Concepts quizzes which challenge students to identify management concepts illustrated in various situations are now trackable and automatically scored Time Out features in which students apply management concepts to their personal sport and work experiences are now assignable instructor scored assessments Case studies are now supplemented by 10 question automatically scored quizzes and include three open ended discussion questions Additional assignments available in downloadable documents for students to complete and submit to the instructor further facilitate the application of the concepts presented in the text Sport Management Professionals Work activities provide a cohesive thread to keep students focused on how sport managers use the concepts on the job Skill Builder Exercises present real world scenarios designed to help future managers handle day to day situations such as setting priorities conducting job interviews handling conflict and coaching employees Sports and Social Media Exercises introduce students to the role of social media in managing sport organizations Students review popular social media sites such as Facebook Twitter and LinkedIn and visit sport websites Game Plan for Starting a Sport Business features ask students to perform managerial tasks such as developing an organization structure and brainstorming ideas for leading employees With Applied Sport Management Skills students will be primed for an exciting career in sport management by gaining a thorough understanding of management theories and developing the acumen to apply them Note A code for accessing HKPropel is not included with this ebook but may be purchased separately **Hey Dad...** Rob J. Finlay, 2025-04-29 Hey Dad is the ultimate guide for young adults stumbling into adulthood packed with the life lessons you thought they would magically know by now like how to land a job manage money and avoid putting diesel in their gas engine yep that happened Stepping into adulthood feels like taking a leap off a cliff one

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