

Check out this list of common interview questions. Each has tips and tricks for giving a great answer. Take a moment to practice answering them in your own words.

What Are Your Weaknesses? *Phrase your answer so that you're highlighting strengths instead of weaknesses and focus on professional qualities rather than personal ones. For example, "I want to improve my organizational skills so I invested in a day planner and implemented a new system for tracking my to-do items."*

Why Should We Hire You? *Focus on experience and skills that would benefit the new employer. Answer every question in a way that shows what you offer that no one else can.*

Why Do You Want to Work Here? *Show that you've given this some thought. Employers want to see that you're not sending out resumes just because there's an opening. For example, "I selected companies with mission statements that match my values and where I know I would be excited about what the company does. This company is at the top of my list."*

What Are Your Goals? *Sometimes it's best to focus on short-term and intermediate goals rather than locking yourself into the distant future. For example, "My immediate goal is to work for a growth-oriented company. My long-term goals depend on where the company goes. I hope to eventually grow into a position of responsibility."*

Why Did You Leave (Or Why Are You Leaving) Your Job? *If you're unemployed, frame your reason for leaving in a positive way: "I survived two rounds of downsizing, but the third round was a 20 percent reduction in the workforce, which included me."*

If you're currently employed, focus on what you want in your next job: "After two years, I made the decision to look for a team-focused company where I can add my experience."

When Were You Most Satisfied in Your Job? *This question is designed to reveal what motivates you. Give an example of a job or project that excited you, so the interviewer will get an idea of your preferences. "At my last job I worked directly with customers to handle their concerns. That was an important part of the job for me."*

What Can You Do for Us That Other Candidates Can't? *Show what makes you unique. Assess your experiences, skills and traits and then summarize them:*

"My ability to build strong customer relationships and my solid technical skills enable me to provide more user-friendly information."

What Are Three Positive Things Your Last Boss Would Say About You?

Refer to your old performance reviews and boss's quotes. This is a great way to brag about yourself without sounding arrogant: "My boss has told me that I am the best recruiter on the team; he knows he can rely on me."

What Salary Are You Seeking? *This can be a sticky question, so prepare by knowing the going rate in your area and your bottom line or walk-away point. One answer might be: "I'm sure when the time comes, we can agree on a reasonable amount. What is the typical pay range for someone with my background?"*