



Interview Prep Worksheet 1: Skill-to-Story Matrix

Instructions:

1. In the first column, you'll find a list of common skills and traits that employers often look for in interns.
2. In the "Your Anecdote" column, jot down a real-life experience or anecdote that showcases you embodying each skill or trait.
3. The "Hints" column gives you specific tips on how to approach each skill or trait in your anecdote.
4. Be specific in your anecdotes: recount the setting, characters involved, what the challenge was, what actions you took, and what the outcome was.
5. If you have a hard time "talking yourself up" in these anecdotes because it feels like "bragging," consider how you might incorporate the feedback of others into your answers; "well, I have a hard time talking about my strengths, but my friends always tell me I'm really good at..."

Skill/Trait	Your Anecdote	Hint
Communication		Focus on clarity, brevity, and the ability to convey complex ideas quickly.
Teamwork		Highlight collaboration, conflict resolution, or a group achievement.
Interpersonal Problem-solving		Show your diplomatic skills in resolving a tension or dispute.
Time Management		Emphasize how you prioritized or multitasked to meet deadlines.

Adaptability		Discuss how you handled a sudden change or an unexpected obstacle.
Leadership		Showcase your role in guiding a team or making a critical decision.
Technical Skills		Explain how you applied a technical skill to solve a real-world problem.
Initiative		This should illustrate you seeing a problem and solving it without needing to be told to do so.
Learning		Describe an instance where you quickly picked up a new skill or adapted to new information.
Correcting an Error		Focus on accountability and the steps you took to rectify a mistake.
Your Field-Specific Skill(s)		Highlight a specialized skill you think is critical for the job. This should be something not commonly found in generalist roles but is important in your specific field or the job you're applying for.

Interview Prep Worksheet 2: Anecdote Effectiveness Checklist

Instructions:

After drafting your anecdotes in the Skill-to-Story Matrix, use this checklist to ensure that each anecdote is effectively conveying what you want it to.

✓ Check these off as you go!

Checklist for Evaluating Anecdote Effectiveness:

- Clear Setting:** Does your anecdote specify where and when this event occurred?
- Characters:** Have you mentioned who else was involved, if applicable?
- Challenge:** Does the story feature a problem or challenge that needed addressing?
- Action:** Is it clear what actions you took to address the challenge?
- Outcome:** Did you explain the result of your actions?
- Conciseness:** Is the anecdote brief yet complete?
- Emotional Impact:** Does the story elicit some form of emotional engagement?
- Lesson Learned:** Did you make it clear what you or others learned from this experience?
- Avoiding Misinterpretation:** Could your anecdote be misconstrued to suggest a flaw or problem you didn't intend? Make sure your story can't be easily misinterpreted to your disadvantage.