

SKILLS

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PERSONALITY

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ACCOMPLISHMENTS

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GOALS

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MISTAKES

* I have learned from every choice I have made and every experience I have had, so I do not consider those lessons learned to be mistakes

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WORST BOSS

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HANDLING CONFLICT

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STAYING AT A JOB

- * As long as I continue to learn, grow and contribute.

MOTIVATING OTHERS

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QUESTIONS FOR THEM

- * What are you looking for in a candidate?
- * What are the particulars of the position?
- * Tell me about the people I will be working with and for?
- * Who is your primary competition?
- * What do you like best about the company?
- * What are your leading products and services?
- * To whom will I report?
- * How did this position become available?
- * Does this position have advancement opportunities?

CLOSING

- * I am very excited about the prospect of working with you. When do you expect to make a decision?

SALARY 1

- * I would like to know more about the duties and responsibilities before I feel comfortable discussing salary

SALARY 2

- * It depends in large part on the benefits package, retirement plan, job duties, my responsibilities, bonuses, etc.
- * According to my research, the market is in the \$____,000 range