

Career Readiness Pack

Student pages · print and hand out

MOCK-INTERVIEW QUESTION CARDS

PRINT & CUT APART

Print, cut apart, and shuffle. The interviewer draws a card and reads it aloud; the answerer takes a breath and responds. The small note under each question is a coaching hint, not part of the question.

Tell me about yourself

Keep it to your strengths and goals, not your life story. Aim for 45 seconds.

Why do you want this role?

Connect the job to something you actually care about or want to learn.

Describe a problem you solved

Name the problem, what you did, and how it turned out.

What is a weakness of yours?

Pick a real one, then say how you are working on it.

Tell me about a time you worked on a team

Focus on your part and how the group succeeded together.

How do you handle a tight deadline?

Give one example. Show how you prioritized and stayed calm.

Describe a time you disagreed with a coworker

Show respect, listening, and how you reached a resolution.

What are you proud of?

Choose something specific and explain why it mattered to you.

How do you handle feedback?

Show you can take criticism and actually use it to improve.

Where do you see yourself in three years?

Show ambition and direction, even if the exact path is fuzzy.

Tell me about a time you failed

Own it, then say what you learned and changed afterward.

Why should we choose you?

Match your strengths to what this role needs. Be confident, not arrogant.

Draft your answers here before mock-interview day. Do not memorize them word for word. Jot the key points so you can speak naturally and still hit what matters.

Name _____

Role or job I am practicing for _____

1. Tell me about yourself (your 45-second intro)

2. Why do you want this role?

3. A problem you solved (name it, your action, the result)

4. A weakness you are working on (and how)

5. A time you worked well on a team

TWO QUESTIONS I WANT TO ASK THE INTERVIEWER**THE DETAILS WIN**

Numbers, names, and outcomes make an answer memorable. Do not say you are a hard worker. Say what you did, how long it took, and what changed because of it.

Use this checklist on the sample resume below, then on your own. Mark up anything that fails a check. A resume should be scannable in about ten seconds.

- ☐ Contact info is correct and the email address sounds professional
- ☐ It fits on one page with clean, consistent formatting
- ☐ There are zero spelling or grammar mistakes
- ☐ Each bullet starts with an action verb (built, led, sold, organized)
- ☐ Accomplishments show a result or a number, not just duties
- ☐ Experience is listed most recent first
- ☐ It is tailored to the job, not a generic list
- ☐ No personal info that does not belong (age, photo, home address optional)

Sample resume · mark it up

Find at least three things this student should fix. Circle them and write why in the margin.

jordan smith

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OBJECTIVE

Looking for a job where I can make money and gain experience doing stuff.

EXPERIENCE

Babysitter, 2022 - present. Watched kids and did some other things.

Lawn Care (summer 2021). Responsible for mowing lawns for neighbors.

School Store Volunteer. Helped out sometimes when I could.

SKILLS

Hard worker, team player, good with computers, punctual.

EDUCATION

Central High School, expected graduation 2026.

An elevator pitch is a 30-second introduction you can give when someone asks what you do or what you are looking for. Fill in each part, then combine them into one smooth paragraph you can say from memory.

Who you are

NAME, YEAR, AND WHAT YOU STUDY OR FOCUS ON

What you do

YOUR STRENGTHS, SKILLS, OR WHAT YOU ARE GOOD AT

What you want

THE ROLE, OPPORTUNITY, OR NEXT STEP YOU ARE AFTER

PUT IT TOGETHER · YOUR 30-SECOND PITCH**PROFESSIONAL FIRST IMPRESSIONS**

People decide a lot in the first few seconds: a firm handshake, eye contact, a real smile, and using the person's name. Practice your pitch out loud until it sounds like you, not a script.