



WORKSHEET

PREPARE YOUR CLOSING

Before starting this worksheet, make sure you have watched the “Closing The Deal” video.



In this worksheet, you will execute a plan for all 4 steps in closing the deal.

As a reminder, the steps are:

1. Ask great questions
2. Express your increased enthusiasm
3. Convey your value
4. Secure a follow up date.

Let's get started!



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Step 1: Ask Great Questions

*Reminder: Do not ask a question just because it “makes you look good”
Only ask questions that you care about the answers to.*

Brainstorm some behavioral questions to ask

Tip: Behavioral questions usually start with “Tell me about a time when...”



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Brainstorm some questions to ask based on your SWOT analysis



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Brainstorm some questions to ask about the company, team culture, or the job responsibilities



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Of the questions you brainstormed, pick your top 7-10



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Step 2: Express Your Increased Enthusiasm

In the video, Ellie provided 2 examples for how to express your increased enthusiasm. These were:

- “I appreciate you taking the time to tell me about the responsibilities of this position and answering my questions. With what you’ve shared, I find myself more excited about this opportunity”
- “While making smart decisions is important, I also like to make decisions that feel good to me too. After having an opportunity to meet you and discuss this position further, I’m feeling better than ever about this opportunity.”

However, it’s important that this expression is authentic. You want this to sound like something **YOU** would say.

You also want your statement to be **SPECIFIC**, so mention something about the company or culture that appeals to you in particular.

Write what YOU would say to express your increased enthusiasm at the end of an interview:



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Step 3: Convey Your Value

Write your top 3 skills:

A

B

C

Write top 3 objectives for the position/team:

Use your SWOT analysis and your analysis of the job description for this. However, also remember that you may identify other areas of opportunity during the interview. Be prepared to add these on-the-fly.

X

Y

Z

**Put it all together in one statement following this formula:
*I look forward to bringing my skills in A, B, and C to the team to X, Y, and Z.***



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Step 4: Secure a Follow-Up Date

This one is simple, but critical.

Remember to do this *after* you've expressed your enthusiasm and conveyed your value.

How do you plan to ask your interviewers for a follow-up date?

If they don't give a specific day or time, what's your plan to ask for more specifics?

Put all 4 pieces together to make for a persuasive and memorable closing!