

Tell Me About Yourself Script

Resource Type	Script	Track	Career Kit
Level	Beginner to Intermediate	Last reviewed	July 2026
Who it is for	Medical VA, RCM, scheduling, eligibility, AR, prior authorization, and direct-client applicants.	When to use it	Use when preparing for an interview, agency screening, client discovery call, or profile video introduction.

How to use it

Choose the 30-second or 60-second version, replace bracketed fields truthfully, and practice until it sounds natural.

Truthful-use reminder

Your answer should sound like you. Do not copy claims from someone else's background. Use your real experience and label practice as practice.

Script templates

Version	Template
30-second beginner script	Hi, I am [NAME]. I am preparing for a [TARGET ROLE] role with a focus on [WORKFLOW]. My background includes [TRUTHFUL BACKGROUND], and I have been building practice samples using fictional data for [SKILL/WORKFLOW]. I am careful with privacy, documentation, and following SOPs before making assumptions.
60-second workflow script	Hi, I am [NAME]. My target role is [TARGET ROLE]. My strongest relevant background is [TRUTHFUL BACKGROUND]. I am learning U.S. healthcare admin through workflow-based practice, especially [WORKFLOW 1], [WORKFLOW 2], and [WORKFLOW 3]. I understand that accuracy matters because small front-end or documentation mistakes can affect claims, payment, patient responsibility, and team follow-up. I do not use real patient data in samples, and I focus on clear notes, status tracking, and escalation when a rule is unclear.
RCM support version	Hi, I am [NAME]. I am targeting AR/RCM support roles because I enjoy structured follow-up, payer-status tracking, and documentation. My background includes [TRUTHFUL EXPERIENCE OR TRAINING]. I focus on checking the source of truth, documenting what was found, and identifying the next action instead of guessing.
No-experience version	Hi, I am [NAME]. I am an entry-level Medical VA learner with [TRANSFERABLE BACKGROUND]. I am building healthcare admin foundation through mock scheduling, eligibility, and documentation practice using fictional data only. I am looking for a beginner role where I can follow SOPs, learn carefully, and grow into reliable workflow support.

Opening flow

- Name your target role.
- State your truthful background.
- Connect to one or two healthcare admin workflows.
- Show privacy and documentation awareness.
- End with the value you want to provide.

What not to say

- Do not say you can do everything.
- Do not promise claim payment or denial outcomes.
- Do not claim certifications or tools you do not have.
- Do not reveal real patient, employer, payer, or client details.

Common Beginner Mistakes

- [] Adding skills, tools, certifications, or experience that are not truthful.
- [] Copying a template without customizing it to the target role.
- [] Making income, job guarantee, or client-result claims.
- [] Sharing confidential employer, client, or patient information in a portfolio.
- [] Forgetting to proofread before sending an application or outreach message.

Safe Practice Reminder

Use mock examples, public job-post language, and your own truthful career information only. Keep real patient, clinic, payer, account, and login details out of practice files.

No-PHI Practice Reminder

Do not use or enter real patient names, dates of birth, insurance IDs, member IDs, claim numbers, medical record numbers, addresses, phone numbers, diagnoses, treatment details, login details, or protected health information. Use fictional data only when practicing.

Educational Use Only

This resource is for beginner-friendly healthcare admin education only. It is not medical advice, legal advice, coding certification, payer-specific billing authority, a replacement for employer training, or a guarantee of employment. Always verify current requirements with official sources, employer policy, payer rules, client instructions, and updated guidance.

Source/review note

This resource is for educational and business-planning use only. It does not guarantee employment, client acquisition, income, or contract approval. Keep all claims truthful and verify privacy, business, email, and client-contract requirements before use.

Recommended Next Step

After completing this resource, review the Application Tracker and Interview Q&A Starter Sheet so your career materials stay organized and truthful.