

# FIVE SOUND BITES WORKSHEET

## 1. INTRODUCTION (30 SEC-1 MIN.)

The introduction should give the interviewer a "snapshot" of who you are professionally. It defines how you want to be known in the marketplace and what you have to offer.

Title, who you are professionally:

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Total years of experience:

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Industries/Companies where you've worked:

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Your roles and responsibilities:

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Areas of expertise (your interest or focus for moving forward):

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Something unique about you (i.e., attitude/beliefs/values that consistently allows you to be successful):

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## 2. STRENGTHS (30 SEC)

Mention three or four key strengths. Use one or two supporting statements/short phrases about the strengths that make you good at your job, including transferable and specific job-related skills. This sound bite tells the interviewer, "If you don't remember anything else about me, remember this".

Name Strength: \_\_\_\_\_ and what I mean is: \_\_\_\_\_

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Name Strength: \_\_\_\_\_ and what I mean is: \_\_\_\_\_

Example: "I am customer-focused, meaning that I listen carefully to understand the customer's needs and accurately communicate the required procedures to follow."

Bridge to the next section with: "Let me briefly tell you a bit..."

## 3. JOB HISTORY (2-3 MIN.)

Break your career into logical units, or chapters, and tell your history in chronological order from the earliest to the most recent experiences. For each significant chapter mention company name and dates, job title(s) and responsibilities, and briefly explain key accomplishments. This is what you did and how well. Remember to quantify wherever possible. Use the SOAR principle for each story. Be selective. Pick your stories to highlight your strengths or personal attributes.

1. Prior to 2009 Summarize major experiences and knowledge.

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2. \_\_\_\_\_ to \_\_\_\_\_ Company \_\_\_\_\_ Title

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Accomplishment

Situation \_\_\_\_\_

Obstacle \_\_\_\_\_

Actions \_\_\_\_\_

Results \_\_\_\_\_

3. \_\_\_\_\_ to \_\_\_\_\_ Company \_\_\_\_\_ Title

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Accomplishment

Situation \_\_\_\_\_

Obstacle \_\_\_\_\_

Actions \_\_\_\_\_

Results \_\_\_\_\_

#### 4. LEAVING STORY (30 SEC.)

You bring this up. Don't wait to be asked, and keep it positive. Be clear about why you left your last job. Keep it as short as possible, but long enough that you don't invite more questions. For example:

- "Company ABC was a great place to work."

- "The company reorganization ultimately came to a downsizing, eliminating my position."
- "The focus of our work changed."
- "My key skills were no longer utilized and I was one of many...."

Don't end with your leaving story. Lead the interviewer into a brief explanation of what you want to do next.

## **5. WHAT'S NEXT? (30 SEC.)**

Your conclusion indicates how you can apply your experience, knowledge and skills in the role or organization you are interviewing for. For example:

Now, I want to take my \_\_\_\_\_ (area of expertise, experience, strengths)

and use them to \_\_\_\_\_ (results you can provide).