

CREATE YOUR 30-SECOND COMMERCIAL

Memorize your 30-second commercial. This tells an employer about your past experience, what you are currently looking for, as well as your future goals.

Example:

1. Introduce yourself - "Hi, my name is _____."
2. State your objective - "I'm interested in working for your company."
3. Briefly provide information about your background/qualifications.
4. State your future goals.

Practice your 30-second commercial and ask for feedback from your network.

KNOW YOUR TOP THREE SKILLS

Memorize your top three skills. When an employer asks you about your skills and abilities you should be able to describe what they are without any hesitation.

1. _____
2. _____
3. _____

TELL A STORY

Once you have determined your top three skills the next step is to attach a story to each one. The story should describe a time or place where you demonstrated those skills and how that positively impacted the job or company. Telling a story gives an employer a good feel for your abilities and character. The stories make the interview come alive making them more memorable. Briefly identify the title of the stories you will share about each specific skill.

1.

2.

3.