

“Me In 30 Seconds”

Have this statement ready to say to whoever might help you with a job . . .

Hello, my name is _____.
(first and last name)

I am a(n) _____ and have recently been
(your occupation)
working for _____ as a _____.
(last employer) (position title)

I have also worked at _____ as a _____.
(last employer) (position title)

I am

(mention at least three of your positive work characteristics, such as good work ethic, dependable, skilled with MicroSoft Word, etc.)

I have been recognized for _____
(Mention specific praises)

Do you know someone who might be looking to hire someone with my skills? (Networking Situation)

Is your company looking to hire someone with my skills?

If “Yes” - - - How do I apply for the position? Who is the contact person?

If “No” - - - Thank them for their time and ask if they can suggest two other people/companies that you can contact. Ask for contact information.