

30-second commercial

This is a snappy soundbyte that tells about your education, skills, and what you can offer. You use it in conversations at meetings, on the phone with an acquaintance, in an email. Shape it and/or shorten it to suit the situation or person you're talking to or writing. Here is a sample outline:

My name is _____ and I am a student at UNCG majoring in _____. I'll be graduating next year and am working diligently to find out more about careers in _____. I have great skills in _____ and I'm looking for opportunities in _____ where I can contribute my _____. Can you recommend someone at your company I could talk with for advice and suggestions?

May I use your name?