

Project: Job Search Worksheet

Class 3 » Building Your Toolkit: Exit Statement

1) Gather the facts:

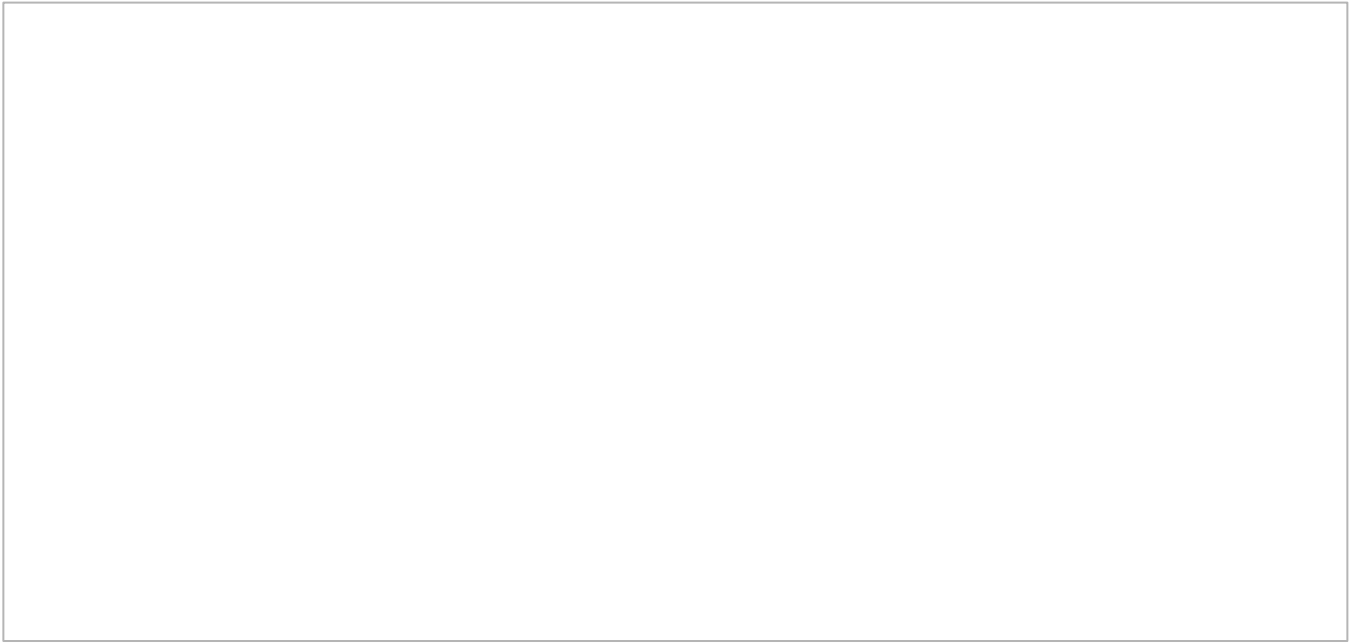
- When did this happen & how long did you work there?

- Who were you working for?

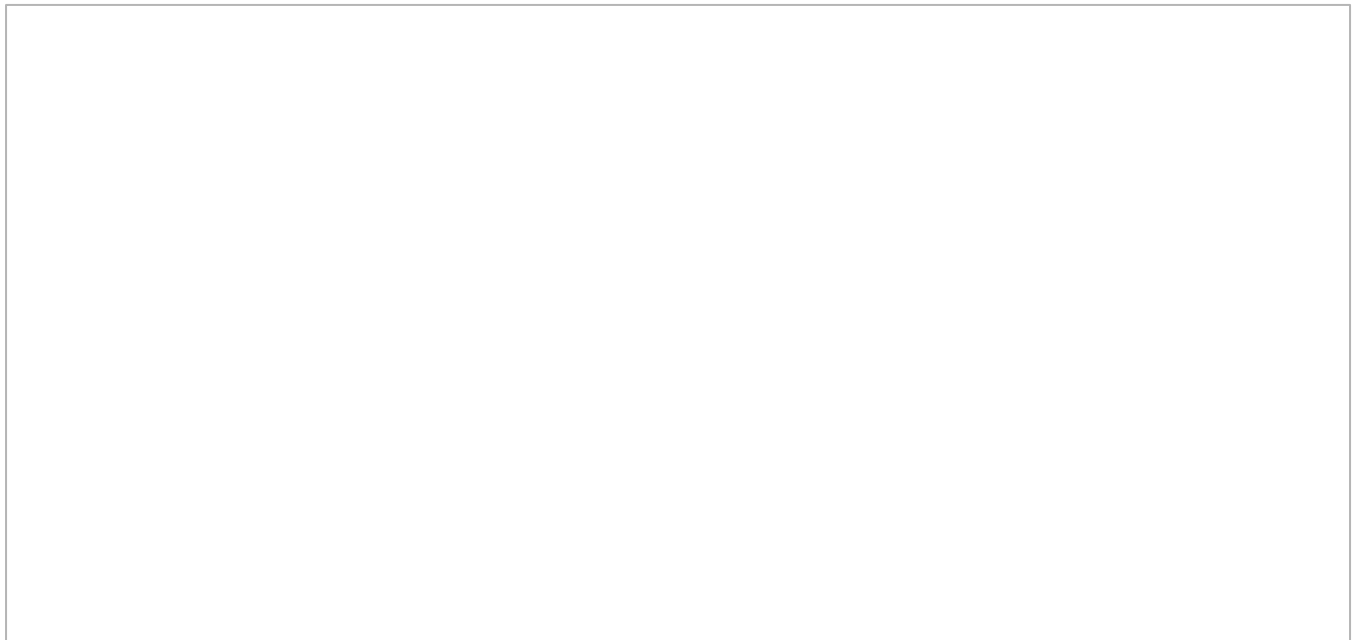
- What happened that caused your employment there to end? (If negative, focus on the circumstances that led to your job ending.)

- Why you?

2) Put it all together in this order (when + who + what + why):



3) Refine it until it flows easily and naturally:



4) Review & rewrite to make sure it isn't negative towards former employer, boss or co-workers.

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Class 3 » Building Your Toolkit: Power Line

1) What is your job / role / function?

2) What is your main strength?

3) What is your driving passion (relating to this work)?

4) How does this benefit an employer? What problem(s) do you solve for them?

5) Put it all together:

Hi, I'm [name]. I'm a [professional identity] with a depth of experience in [main strength]. I have a real passion for [passion relating to this work] and have [benefit to employer] to ensure they [problems solved].

6) Refine it until it's 2 to 3 sentences long and flows naturally: