

## The Thirty Second Summary

Have a 30-second sales pitch ready that introduces who you are. This is perfect to use when answering the following questions:

- Tell me about yourself.
- What type of job are you looking for?
- Why do you want to work for us?

A sales pitch is also a great way to start a cold-call to a potential employer who doesn't have a job posted, but whom you'd like to work for.

Your summary should generate interest about your skills and abilities, and demonstrate effective communication skills. Items to consider including in your Thirty Second Summary:

- Type of work you're looking for
- Your dream job
- Your educational background
- Past experience
- Particular city you'd like to live in
- Skills and strengths you have to offer
- Skills you want to develop

Hi, my name is \_\_\_\_\_. I am currently in the \_\_\_\_\_ program at the University of Guelph and expect to graduate \_\_\_\_\_. I am looking for a position in the \_\_\_\_\_ field starting \_\_\_\_\_ (date). I'm looking to \_\_\_\_\_.

"I have obtained a degree from the University of Guelph in Sociology and have worked in numerous non-profit organizations, with both children and adults who have been diagnosed with mental health issues. I have been trained in non violent crisis intervention and am skilled at diffusing potentially dangerous situations. My experience in case management and thorough knowledge of the mental health act has provided my clients with exceptional support and the organization with an employee that is able to deliver."

"I am currently in my final year at the University of Guelph in Water Resource Engineering. As a summer intern at ABC Engineers, I was responsible for assisting the Project Manager with all aspects of a storm sewer upgrade and retrofit. I developed new computer programs that assisted in the manipulation of samples that saved time and improved the quality of our data."

