

Create Your Own Pitch

You don't get a second chance to make a great first impression. Act now to sharpen your 30-second pitch in order to WOW your future employer!

Step 1	
Introduce yourself, and then explain what you do in five or six words.	"I am trained in the field of...." "I am an expert in...."
Step 2	
Provide a few brief examples of your career accomplishments.	"I successfully helped my company...", "Last year, I closed 'X' amount of business;" "I developed a new system that...."
Step 3	
Explain your work philosophy	"I believe in professionalism, delivering a quality work product and approaching everything with an open mind."
Step 4	
Be specific when you explain what you are looking for in your job search	"I am looking for a company that offers..." "I am Looking for a company that focuses on a specific area."

The Three P's to a Powerful Sales Pitch

Previous Experience And Education

If you're looking for a job as an Administrative Assistant, your sales pitch should touch on your previous experience: computer knowledge, communication skills, database experience, knowledge of office machines, organizational skills, attention to detail and file management.

Portable or Transferable Skills

Your portable skills might include: exceptional customer service, writing skills, effective time management, problem solving, team leader, adaptability and work ethic.

Personal Traits and Passions

Don't neglect your strong personal traits: you're a self starter, independent, friendly, well organized, a quick learner, have good judgment, a good attitude, are creative, analytical, have a good sense of humor and are results oriented.