

Me in 30 Seconds: Two Main Elements

1. Prove your value
2. Indicate the type of work you are seeking

Prove your value

1. Education/Certifications
2. Years of Experience
3. Validation and/or quantifiable results to prove your value
4. Passions; what you're good at/what you like to do within your profession

Indicate the type of work you are seeking

1. Keep it short; one sentence
2. Say it at the end of your "Me in 30 Seconds"
3. Give the reader/listener a specific job title to remember

"Me in 30 Seconds" Examples:

I have a Bachelor's degree in Industrial Engineering from Purdue University, with fifteen years experience in the manufacturing industry. My passion is in solving problems and improving processes to streamline business, eliminate waste, and cut costs. I once saved my company \$10 million through a single capacity analysis. I've been an integral part of certifying the Boeing 747, 767 and 777 for safety and FAA compliance. I'm looking for a position in the manufacturing industry as an Industrial Engineer.

II. I'm an effective leader and mentor with a passion for counseling job seekers to make sure they have the right tools in place for success. I have an MBA with an emphasis in Human Resources Management, and ten years experience in the industry. My main expertise lies in resume writing, job interviewing methods, and networking techniques. I have a proven track record of success in placing people in positions to succeed in their job searches and through my counseling, my clients have consistently found desirable positions 53% faster than through other agencies. I'm seeking a position as an Executive Recruiter.

I'm a skilled driver with a Class A CDL with both Hazmat and doubles endorsements. I have over ten years experience, with a perfect safety record, logging more than 750,000 miles and over 13,000 hours behind the wheel. I love to drive and enjoy being on the road doing long distance hauls. I've hauled many different kinds of loads, including auto parts, perishable foods, cars and furniture. I know all the elements of the transportation industry, having co-owned a successful trucking company for five years; hiring, training and managing the operations. I'm looking for a position within the trucking industry as an operations manager.