

# The Verbal Resume

## Overview:

The Verbal Resume is a quick method (60 seconds or less) by which you can tell anyone about yourself. The Verbal Resume usually follows a general pattern:

1. A short bio;
2. Two of your best skills or experiences;
3. Finally, two of your finest personal traits.

## Things to Remember:

Take time to chat with the employer. What are their needs? How can he/she benefit from your message?

Keep your script short so the person will listen. A short script will keep the listener's attention.

Make your script easy to read, so you can memorize it or use it during your telephone conversations.

Don't rush in the delivery of your verbal resume—you can say a lot in 60 seconds.

Be friendly and confident. Communicate this confidence with a clear and pleasant voice.

Remember, if you hesitate or sound unsure of yourself, there is the potential that the listener will interrupt your presentation.

Don't use big words or fancy language thinking that it will make you sound important. It won't. It will only slow your delivery and affect your timing.

## What to Expect:

Most conversations with potential employers or internship directors will flow in one of two directions:

1. The first direction could entail more questions about your experiences, skills and abilities (be ready to answer).
2. The second direction: "We don't have any job openings or internships for your degree area, but thank you for calling and introducing yourself." Here you should not give up! Ask if the person knows of a business that can use "someone who is energetic, punctual, and can be counted on to get the job done."
  - a. They may refer you to an exciting opportunity you had overlooked. If you get a company name, ask for a contact there. Then make a networking call using the name of the person who referred you.
  - b. Alternately, if this is said in a confident, energetic manner, the employer may reconsider and decide to meet with you.

Don't forget to send a thank you note to those contacts that successfully help you network yourself into a job or internship!



## Sample Verbal Resume Script (approx. 45 seconds)

Hello, Mr./Ms. \_\_\_\_\_? My name is Sally Somebody.

I am completing a degree program in International Relations at San Francisco State University, which includes specific skill development in \_\_\_\_\_ (i.e., areas of focused class work within IR).

I also have experience and working knowledge of \_\_\_\_\_ (e.g., word processing, internet marketing, or a second language).

My teamwork experience includes \_\_\_\_\_. The project was successful and I learned how to use my knowledge to effectively \_\_\_\_\_.

I am energetic, punctual, and can be counted on to get the job done. (Feel free to use adjectives that reflect who you are in a positive way).

Would it be possible to get together and visit further about my skills and abilities? Is there a convenient time this week or next that we could meet for an informational interview?

Remember, your goal is to get an interview, not a job or internship (right now). Give the listener enough information so they will speak with you (more)! An internship or job opportunity might be right around the corner! Good luck.