

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 you 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.

