

30 SECOND ME

SKILLS STATEMENT

This statement can be used when making a cold call or in response to one of the most commonly asked interview questions, “So, tell me something about yourself.”

Your Skills Statement should include:

- Your experience and hard skills as it pertains to the job you are applying for
- Your soft skills that pertain to the job
- Your interest in the company, if applicable
- Any accomplishments or education that are relevant for the employer to know

This is a snapshot for the employer to know what you are about and how you would be the ideal person to hire. It’s your opportunity to sell yourself.

Example:

Experience: I have several year of experience as a home health aide. In the past I have worked with stroke patients and the elderly.

Hard Skills: I’m able to take temperatures, blood pressure, and perform other caregiver services. I am also able to recognize a crisis when one occurs, as well as collaborating with other healthcare professionals to make sure my patients receive quality care.

Soft Skills: Working with others is one of my strengths. I have the ability to be able to calm down patients who are upset or nervous. I’m punctual, flexible, and I have a compassionate demeanor. I love to learn, so I would make time for any training that was offered.

Education: I have also attended a professional technical school and therefore am certified for the job.

Closing: I am eager to return to the job market, and I feel I have the skills necessary to be an asset to your company.

Now... Write your own “30 Second Me!”

“30 SECOND ME”

Practice: Fill in the categories below with your own “30 Second Me”. Use your Hard Skills Checklist and Soft Skills Checklist to help you write the content of your short statement about you. Type your statement. Then practice saying it in front of the mirror or with a partner. Get comfortable talking about your hard and soft skills.

Experience:

Hard Skills:

Soft Skills:

Education:

Closing:

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If we all did the things we are capable of
doing, we would literally astound ourselves.
Thomas Edison
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