<u>30 Second Me's</u>

Goal: To be able to formulate and confidently sell yourself in front of recruiters by using the 30 second me/elevator pitch.

What purpose does it serve?
A 30 second me is a first impression where you can sell yourself and your achievement in 30 seconds.

Tips:
- Keep your statement brief and interesting.
- Avoid using common words when describing yourself (Kind, Nice, etc.)
- Remember who you are speaking to and adjust your wording accordingly, also adjust the detail for that person. Example: companies of certain industries/looking for different majors.
- Include any special skills you have that set you apart.
- Your statement should seem natural. So practice!

<u>Example:</u> *Hi my name is Sonsera Sze and I am sophomore currently majoring in Supply Chain Management and I am always looking to improve myself professionally. This semester I became the Vice President of a student organization to help develop my soft skills in leadership and public speaking. I am looking for an internship this summer in SCM where I can learn more about the industry and further develop my analytical skills.*

<u>Guideline</u>
Who you are:
> "I am a senior MIS major at the University of Houston with a 3.5 gpa graduating in the Fall of 2014"

> "I am currently double majoring in Finance and Supply Chain Management and I am eager to learn more about the energy industry."

Your Accomplishments:
> "I was elected operations officer for the MIS Student Organization last year and managed a committee of six."

> "I worked for Papa John's' Pizza for three years while in school and was promoted to store manager last year."

Your Research:
> "I heard recently that your company was starting a new internship program for freshmen and sophomores."

> "I saw in an article that your company recently won an award because your company culture had the highest ratings!"

What you want in the future:
> "I am anxious to join a consulting firm where travel, meeting new people and challenging roles are the daily norm."

> "I am seeking an MIS role where I can apply my database skills and am particularly focused on developing my DB design skills."

Section 2:

Group Activity: Brainstorm and fill in each section on your 30 second me template. You will then present to your group and the leader will provide feedback.

Who you are:

_____

_____

_____

Your Accomplishments:

_____

_____

_____

(Your Research)

_____

_____

_____

What you want in the future:

_____

_____

_____

<u>Résumé</u>

RESUME CHECKLIST

<u>SECTIONS</u>
CONTACT INFORMATION
- Name includes First and Last name
- Phone number (most direct), email address (professional) and City, State (same region)
- Information is properly spaced and centered on page

EDUCATION
- Include College, University, Degree titles all written out
- Include GPA if above 3.0; you can also say what it's out of (ex. 3.7/4.0 GPA)
- List any honors received upon graduation (ex. Dean's List)

PROFESSIONAL EXPERIENCE
- Each experience includes company/organization, position, location, active time period
- Each experience has 2 to 4 bullet points describing your responsibilities and achievements
- Experience listed are relatable, applicable, or transferable in some way to the positions applied to

<u>OPTIONAL SECTIONS</u>
OBJECTIVES
- Explains what you do and what you are looking

HONORS AND AWARDS
- Include academic awards, certifications, achievements, volunteer service awards

ACTIVITIES
- Include extracurricular activities, such as Asian Business Student Association or other other organizations you are a part of (ex. Toastmasters, American Red Cross)

SKILLS
- Include software knowledge (ex. Microsoft Word, Excel, PowerPoint, Photoshop, Java for MIS, Quickbooks for Accounting)
- Include languages (and level of fluency)
- Exclude irrelevant personal information

<u>FORMATTING</u>
- 1 page long, Correct Bauer Format (Font, Text size, Indentations, Alignment, Margins)
- Formatting is consistent throughout each section
- Check for spelling errors or grammatical errors
- Experiences are in Reverse Chronological order in each section, Most recent towards the top and have the time periods in which you were active in

RESUME DON'TS

- Use nicknames or abbreviations

- Include Social Media Accounts (ex. Facebook, Instagram, Twitter)

- Include Gender, Marital Status, Picture

- Use University email

- Lie

- Use pronouns (I, we, you)

- Negative words (tried, attempted)

- Include salary

- Use slang or jargon

- Handwritten

- Fold your Resume

- Include High School Information

- Use ALL CAPS

- Be too Fancy with over formatting

- Repeat bullet points