

# 30 Second Biography

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The purpose of the 30 second biography in job search is to convey to the person you are contacting a small summary of **who you are** and **what you are looking for**. It is a tool that allows you to introduce yourself in a way that tells the person about your skills and experience in a clear and purposeful way. It is called the 30 second biography because it is only a short summary of who you are—if the person is more interested in you he or she will ask you more in-depth questions, or they may set up an interview with you to explore more. A 30 Second Bio *is* longer than a normal social introduction where you briefly state your name. It is a great tool to use when cold calling and networking.

Family and children are not usually included in this short biography. It is more important to use the conversation to let someone know what you have to offer in a job.

Practice! Practice! Practice! It is worth practicing so that you are always ready to present yourself to anyone who has the power to hire you or to connect you with someone who does. Even at a social event, it is something to have in mind anytime you meet anyone – in any location, while you are looking for work or researching your field.

1. **Describe your educational background** – including areas of specialization

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2. **Describe your work experience, including areas of specialization** or special projects or committees you may have been involved in. This may also include the type of settings you worked in or the specific population you worked with. Make sure to include the number of years you completed each area of work.

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3. **Describe what you are looking for or what your career plans are.**

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# 30 Second Biography Script

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## Option One

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After answering the above questions, use this information to write your script.

In this order . . .

1. Name
2. Educational Background
3. Work Experience
4. What you are looking for

You may need to omit some of the above information to keep it to 30 seconds

## Option Two

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### Who you are

My name is .....

I am a(an) .....

Specializing in .....

### What you do (education and work)

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### Why you're the best (personal and professional characteristics)

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### Your call of action (What are you looking for /career ambitions)

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