

Tell Me About Yourself

Studies show that when you start a conversation with another person, their level of attention will drop to about 50% AFTER JUST 30 SECONDS! You have a very short time to make a good impression and to say the things that you want them to remember most. Make every second count.

This is the speech that you will use in asking for their help to lead you in a direction to the position you want. Do not go over 30 seconds. Dedicate the first 8-10 seconds to who you are and what you want to do, and the remaining 12 to 20 seconds to statements that support the fact that you are motivated, qualified, and have special talent. *Think of your skills, experience, background, character traits, attitudes, knowledge and accomplishments.*

Good morning, my name is: _____

My field is: _____

The employment I desire is: _____

State 3 short reasons why you are qualified for what you want to do. These can be experience, education, anecdotes from past jobs, etc. Keep in mind that people “zone out” if you start listing a lot of degrees or projects. Keep it interesting.

I am qualified because:

1. _____

2. _____

3. _____

Now for the big finish. Two things people remember most are their first and last impression of you. What is it that makes you different and makes you stand out from everyone else in your profession? This is the time to sell yourself.

What makes me unique is: _____

Note: Be prepared. Although this will not be part of your standard TMAY, it is wise to have several additional points ready to use so that you can reinforce your statements and desires. If you approach someone who asks additional questions, have at least 3 more points prepared.

1. _____

2. _____

3. _____

Final Tips:

- Practice your TMAY every day. Consider recording it by leaving it as a message on your answering machine. Repeat it to your significant other, your dog, to yourself in the mirror, and anyone who will listen to you until it sounds natural.
- You may also prepare 2 or 3 different TMAY’s, for different people and different situations. Have a short one and a longer version (*but no longer than one minute*). Consider including additional strengths and skills if someone wants to hear more about you.
- Post your TMAY near the phone so it is available when a potential employer calls.