THIRTY-SECOND COMMERCIAL OUTLINE

Who I am
My name is
and (professional title) ? ———————————————————————————————————
Industry Background
My industry background includes working in
and ————————————————————————————————————
Key Skills (4 – 5 skills that demonstrate competencies needed in targeted profession.)
Some of my key skills include
(Skills that demonstrate competencies needed in targeted profession.)
One Major Accomplishment
I am proud of (a recent accomplishment) which
Target Position(s) (List one or two positions/titles of interest.)
Target Companies (List three to five targeted organizations.)
Value Statement
I will bring value to an organization by



TWO-MINUTECOMMERCIAL OUTLINE

Who I am and Professional Title
Most Recent Experience (Bridge to most recent job position)
Previous Work Experience (Brief summary of career experience and highlights.)
Current Status/Why Interested (Why you are looking – downsizing, job elimination, etc.; a positive about former company; one or two reasons want to work for this company.)
Ask question about position and company (Would you tell me a little bit more about the skills and requirements needed in this position?)
Personal Background (Born, Raised, Education)

