

BRANDING YOURSELF: Verbal Resume

200 POINTS

Create your “Verbal Resume” and upload the document in Canvas. You will recite the verbal resume during the Mock Interview activity and during the course mid-term presentation.

Having your “Verbal Resume” or “Elevator Speech” ready, is an essential component of networking. This is your introduction and your first impression to a new contact. It is a concise and compelling summary of who you are, what you can do, and want you would like to do. It highlights your relevant skills and experience as they relate to the type of position you are seeking. You want to prepare these sound bites ahead of time and rehearse them aloud. Your commercial may include information like:

- Your name, degrees and relevant minors.
- Your career interests and focus.
- The type of position you are seeking.
- A targeted summary of relevant past and present work experience/internships, volunteer positions/class projects.
- Activities demonstrating leadership, teamwork/service.
- How your background and future goals will fit with their organizational needs.
- Your specific interest in the organization and how your skills relate to their needs.

It is not necessary to address all of the above in your introduction, but preparing a conversational and concise message, opens doors to having a dialogue with a new contact.

Your Verbal Resume Worksheet (Submit a Word Verbal Resume to Canvas):

Hi, my **name** is Sharon Tran. I am **studying** Digital Media Art at San Jose State University. I plan to minor in Human Systems Integration. I may even pursue a graduate degree in MFA or MS from UC Davis or San Jose State University.

I learned a lot from my **class project** that was regarding different types of careers that fits with my skills. My strongest **skills** are collaborate, plan and organize and set goals. I used collaboration

and goal setting skills when working at/on our presentation and to contribute as much as possible in order for my team to receive quality work.

I used build/construct and listening skills during the group project at our own work time. Since mant people was not able to meet up, we make sure to listen and respect.

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My **leadership skills** came into play when I bring forward to an idea.

I enjoyed **collaborating** with others when we build our own ideas as great to bounce ideas off one another.

While **serving** at San Jose Public Library, I noticed that **helping others** is extremely important. Not only it gets work done quicker, but it builds a strong teamwork and work ethic.

My **personality** (E/I, T/F, S/N, J/P) traits are INTP.

According to an **interest** inventory, I am a (R-I-A-S-E-C-) artistic Thinker _____
(Realistic Doer, Investigative Thinker, Artistic Creator, Social Helper, Enterprising Persuader, Conventional Organizer)

I demonstrate **creativity** when writing or creating a unique form of art, thorough digitally and physically

I attended the Women in Design **campus club/event(s).**

It was well worth my time because there was a panel where women in design employee shared their journey and experiences working in a design field.

This activity was: (1) Very Useful (2) Somewhat Useful (3) Neutral (4) Not Useful