

Departure Statement

What is a Departure Statement?

Your Departure Statement is a pre-prepared oral response to the questions: “Why did you leave your last employer” or “What were the circumstances under which you departed your last job?” It is important that you practice this statement to make sure you feel confident and positive when talking about this. Speak of it on a business level and do not convey any emotional “baggage” or negativity. Conclude with a clear message of what you are seeking now. This will demonstrate that you are focused and clear about your next professional role. For candidates who have been out of work for a longer period, include what you have been doing with your time in transition (taking classes to update your credentials, doing consulting work, volunteering, teaching, etc.)

Example:

Place your departure in a time-frame (i.e., “3 months ago” or “in June”). (Former company name) experienced (downsizing, acquisition, change of management, layoffs, etc.) As a result, _____ positions were affected, including mine. I am now seeking an opportunity where I will be able to make significant contributions to _____ (Or) ... where I will be able to leverage my proven strengths in _____, _____, and _____.

Craft your own Departure Statement:

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Positioning Statement

What is a Positioning Statement and how should I use it?

A Positioning Statement is your “15 second commercial” that describes in a nut shell your professional identity, strengths, industries you’ve served and how you can contribute to your employer. You should memorize this statement so it comes naturally when people ask “Tell me About Yourself” or “What are you looking for.” Use the statement at networking events, with neighbors, friends, former colleagues, informational interviews, etc.

Your Positioning Statement should include:

1. Your professional identity and level (i.e., “Director-level Human Resource Professional)
2. Number of years of experience (15+ years)
3. Industries or functions in which you have expertise
4. Specific strengths you offer (i.e. leadership, problem-solving, team building, etc.)
5. Accomplishments of which you are most proud
6. What you seek in a new position

Template:

I am a (provide professional “tag” or identifier, and also indicate your level)

_____ with _____ years experience in (indicate industries and/or functions) _____. I have specific expertise in (indicate roles or functions, detailed skills, etc. if applicable) _____

My strengths include _____, _____ and _____.

I am seeking an opportunity (describe the type of position or role you are seeking – not the title – as precisely as you can, along with what/how you can contribute) _____

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Professional Biography

What is a Professional Biography, and how does it differ from a Resume?

Your Professional Biography is your most valuable networking tool and should be used (rather than a resume) to give contacts an overview of your skills and a sense of who you are. A Bio should be written in the “third person,” as if someone else wrote it about you. The document includes information on your character, reputation, personality and interests – more than a resume does.

Your Professional Biography should fit easily onto one printed page. Example:

John Doe is a _____ is a (professional identity) with extensive experience in (job functions).

Most recently, (your most recent position/responsibilities). John’s specific areas of expertise are: _____, _____ and _____.

Career highlights include:

- 1)
- 2)
- 3)

Representative accomplishments include:

- 1)
- 2)
- 3)

Throughout his career, John has always been known for _____.

John graduated from _____ with (academic highlights). With major interests in _____, _____, and _____, he enjoys (personal interests here).

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Your Name

Your Address
City, ST ZIPCO

000-000-0000 (Work)
000-000-0000 (Cell)
e-mail@yourdomain.com

Professional References

Include a variety of people, including bosses, peer-level colleagues, subordinates, consultants, vendors, etc. List at least 4 or 5 people. Be sure to ask your Professional References for permission to use their names and contact information. Then send them your Cover Letter, Professional Biography, Target Company List, and Resume. Ask them to let you know immediately when any prospective employer contacts them. Consider these Professional References networking contacts, and develop and leverage the relationships.

Contact 1

Their Title
Their Company
Their Address
City, ST ZIP
Telephone: 000-000-0000
E-mail: email@theirdomain

Describe how you know this person, how you have worked with him/her professionally, what your business relationship was/is, etc.

Contact 2

Their Title
Their Company
Their Address
City, ST ZIP
Telephone: 000-000-0000
E-mail: email@theirdomain

Describe how you know this person, how you have worked with him/her professionally, what your business relationship was/is, etc.

Contact 3

Their Title
Their Company
Their Address
City, ST ZIP
Telephone: 000-000-0000
E-mail: email@theirdomain

Describe how you know this person, how you have worked with him/her professionally, what your business relationship was/is, etc.

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NAME
My Career Transition Project Plan

Address 1
Address 2

phone
email address

Your project plan is a well thought out and researched plan of attack to help you accomplish your career transition goals. It will help you stay focused on the right jobs and target companies and avoid wasting time. You can share this with general networking contacts or provide them with your biography and a standalone target list. It is important to spend time researching target companies that fit your skills, values, company culture and geographic requirements. Target companies can be explored through the Philadelphia Business Journal's Book of Lists, Hoovers, D&B or from your local library resources.

Title: Ex: INNOVATIVE, CUSTOMER-DRIVEN SALES AND MARKETING PROFESSIONAL

Summary: Sales and Marketing professional with diverse experience in business development, marketing promotions, strategic planning and new account implementation in the Pharmaceutical, Financial and Higher Education industries. Known for my ability to start up, implement and promote new account or business initiatives, I am equally successful leading high performing teams or working independently. Currently, I am exploring opportunities where I can turn customers into advocates for the business through open communication and process improvement.

Core Competencies: Identifying new markets, developing metrics, standard operating procedures and service level agreements, creating award winning presentations and proposals, budgeting and forecasting, designing client driven promotional programs to retain and expand business

Preferred Functions:

- Account Management
- Marketing Promotions
- Sales Operations

Target List (start with about 50 and revise as you collect more information):

Corporate	Pharma	Non-Profit/Healthcare
Lincoln Financial	Take Care Health Systems	Abington Hospital
SEI Investments	CSL Behring	MainLine Health
Checkpoint	Quest Diagnostics	Genesis Healthcare
GSI Commerce	J&J	University of PA
Aramark	Merck	Jefferson Health System
Siemens	Quest Diagnostics	Temple University Health System
Olympus	Cephalon	Children's Hospital
QVC	Shire	Crozer Keystone
Wawa	Endo	Abington Hospital
Day & Zimmerman	Amerisource Bergen	American Heart Association
...

Organizational Culture: innovative, learning, flexible, performance based

Geographical Preference: Philadelphia, Montgomery, Chester, Lehigh Counties or virtual

Personal Attributes: responsible, high level of integrity and emotional intelligence, sense of humor, can-do attitude