



Phase 2

"I am presently [or most recently have been] at_[name]__company. I have functioned for them in the capacity of : _____

You give a thorough description of exactly what you did, how you did it, whom you did it for, and how successful you were—in terms a high-school senior could understand. You then emphasize how much you loved the job and the company, the reason you have to leave or why you left—in very positive terms.

And before that, I was at ___[name]_____ company. There, I functioned in the capacity of _____

You give a thorough description of exactly what you did, how you did it, whom you did it for, and how successful you were—in terms a high-school senior could understand.

You then emphasize how much you loved that job and why you had to leave it in very positive terms:

And before that, I was at_ [name]_____company. There I functioned in the capacity of: _____

Again, you give a thorough description of exactly what you did, how you did it, whom you did it for, and how successful you were—in terms a high-school senior could understand.

You then emphasize how much you loved that job and why you had to leave it, in very positive terms.

You continue in this manner for at least three jobs, if you have that many. If you've had a series of short stints at jobs, like one year or less, you may want to go back further than three jobs.

You then use this transition phrase:

Now, tell me Mr. or Ms. _____ , how does what I have to offer stack up with what you are looking for?