

90 Second Introduction

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90 seconds

Current role

- * Organisation
- * Role title
- * Length of time in role
- * Responsibilities / focus of role
- * Key achievements / highlights / projects

Previous role

- * Organisation
- * Role title
- * Length of time
- * Responsibilities
- * Achievements / highlights

Summary

- Prior work history including:
- * Responsibilities
 - * Achievements
 - * Career highlights relevant to role you are applying for

Relevant Information

- Refresh on:
- * Training
 - * Formal qualifications
 - * Languages
 - * Memberships
 - * Technical skills i.e. Agile, Java
 - * Other: i.e. First Aid, driver licence (if relevant)

Personal / Motivation

- * Briefly describe your family, interests (keep it professional)
- and/or**
- * Your motivation / interest in the role

Practice your 90 second intro and remember your closing line

