

# Summary of Qualifications Speeches

Preparing a short (45 seconds or so) speech to share with a potential employer is helpful as you begin to network and attend job fairs. In this speech, you will want to demonstrate your abilities and experience in order to stand out among other people or candidates. Your goal is to impress the employer with your skills and accomplishments and illustrate how you can help them reach their goals.

Take some time before you start meeting with people to think about the tangible skills you have, the challenges you've overcome, and the specific reasons why you will be a great job candidate and employee.

## Here's how to get started:

1. Tell them who you are. This isn't just your name. Include your professional title, industry, or any other information that will intrigue the employer. Think up a memorable way to describe yourself and your accomplishments.
2. Tell them what you're good at/ what you do. This translates into what you can do for their company. Leverage the skills you listed earlier, and frame them in a way that is meaningful to an important contact.
3. Tell them why you should be hired, but in not so many words. Directly telling them how you can benefit their company will put into real terms what you can do for them.
4. Provide a call to action. This is how you let someone know what you're looking for (informational interview, network, job, etc.), and also that you're done talking.

## Practice Your Presentation

Lastly, it's time to think about how you'll deliver your speech. It's essential that you practice your speech so that it feels natural when you are speaking to a potential employer or network. You do not want to sound scripted and rigid. Be creative, clear, and concise in your speech. Also, be sure to maintain eye contact and appropriate body language, as these non-verbal cues say a lot about who you are and how ready you are to take on responsibility.

We recommend that you practice with friends, family, advisors, and/or Career Services staff members until you feel comfortable.



**SINCLAIR**

COMMUNITY COLLEGE

Career Services

**444 West Third Street  
Dayton, Ohio 45402-1460  
(937) 512-2772  
Fax (937) 512-2226  
Building 10, Room 10312  
[www.sinclair.edu/services/career](http://www.sinclair.edu/services/career)**

