

CREATE YOUR JOB SEARCH COMMUNICATIONS PORTFOLIO

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PREPARE WHAT WILL BE HEARD

1. **Preferred Function | Industry | Geography “FIG” Statement** *What do you want to do next? What qualifies you to do this?* Also answers the questions, *Tell me about yourself?* or *Walk me through your resume.*
2. **Exit Statement** *Why do you want to leave your company? Why did you leave your company?*
3. **SOAR stories** – accomplishment stories in SOAR format (Situation, Obstacle, Action, and Result). Develop 8-10 stories tied to competencies and *what you like and do best.*

PREPARE WHAT WILL BE SEEN

1. **Resume** *Download and use the resume samples in the 12T Resource Library -> Alumni Resources or at <https://blogs.owen.vanderbilt.edu/alumni/tools/resume-and-references/>*
2. **Email Signature Line:** Name, Email address, Cell Number, LinkedIn profile url *AFTER* you have customized the url. Here’s how to [customize your LinkedIn url](#).
3. **Cover Letter Template** *Download and use the cover letter samples in the 12T Resource Library -> Alumni Resources or at <https://blogs.owen.vanderbilt.edu/alumni/tools/cover-letters-and-correspondence/>*
4. **Reference List** *Guidelines in the 12T Resource Library -> Alumni Resources or at <https://blogs.owen.vanderbilt.edu/alumni/tools/resume-and-references/>*
5. **Learn to use LinkedIn and Create Your Profile:** [Utilize this FREE resource](#)
6. **Create a Target Company List** Use the [online database resources available through the Walker Library](#) OR check out your city’s [Business Journal](#)

GET OUT AND NETWORK

1. [Learn the Basics of Networking](#)
2. **Owen Alumni in your city, target company or function.** Use the [LinkedIn Find Owen Alumni](#) feature. Also check out the [EMBARK website](#) and [VUConnect](#).
3. **Professional Association Meetings** <https://www.directoryofassociations.com/>
4. **Hobby and Shared Interest Groups; Neighborhood Gatherings**
5. [Who Else to Network With](#)