

60 Second Introduction Workbook



Roadmap - Tell My Career Story



<https://backtoworkconnect.ie/careerhub/back-to-work-roadmap/>

Welcome!

You have more experience than you think.

Whether you've been raising a family, caring for others, volunteering, studying or simply taking time to reassess your career, you've continued to build valuable skills.

This workbook will help you identify those strengths and recognise how they can support your next career move.

Tell Your Story with Confidence

Whether you're at an interview, networking event or meeting a potential employer, one question almost always comes up:

“

"Tell me about yourself."

”

The aim isn't to tell your whole life story. It's to give a clear, confident overview of who you are, what you bring and what you're looking for. Use the template below to build your own 60-second introduction.

A 60-Second Introduction

Step 1 – Who are you professionally?

Start with your experience, not your career break.

Complete this sentence:

"I'm an experienced _____ with _____ years' experience in _____."

Example:

I'm an experienced Project Coordinator with over 12 years' experience managing projects, building relationships and supporting cross-functional teams.

Step 2 – What are your strengths?

Choose 3–5 strengths you want employers to remember.

- ☐ Communication
- ☐ Organisation
- ☐ Leadership
- ☐ Customer Service
- ☐ Problem Solving
- ☐ Planning
- ☐ Teamwork
- ☐ Adaptability
- ☐ Attention to Detail
- ☐ Relationship Building
- ☐ Digital Skills

My key strengths are:

A 60-Second Introduction

Step 3 – Your career break (if applicable)

Keep it short, positive and forward-looking.

Complete this sentence:

"Following a planned career break, during which I _____, I'm now excited to return to work and bring my experience into a new role."

Examples:

raised my family
cared for a family member
completed further education
volunteered in my community
focused on personal development

Step 4 – What are you looking for?

Complete this sentence:

"I'm now looking for a role where I can use my skills in _____ while continuing to learn and contribute to a supportive organisation."

Final Reflection

Practice Tips

Speak naturally—don't memorise every word.

Aim for around 60 seconds.

Smile and speak with confidence.

Focus on your strengths and achievements.

End by explaining what you're looking for next.

Remember...

Your career break is part of your story—not the whole story.

Employers want to know what you can do today and the value you'll bring to their organisation.

Speak with confidence, be authentic, and let your experience shine.



BTWC Tip

After you've written your introduction:

- 👉 Practise saying it out loud.
- 👉 Record yourself on your phone and listen back.
- 👉 Ask a friend or family member for feedback.
- 👉 Update it for different roles or industries.

The more you practise, the more natural and confident it will feel.