

In a career transition, it is critical to your success that you have a clear and concise exit statement. This is your first step in your career transition toward a new position. It sounds easy, yet you may find that the topic of your departure brings strong emotions to the surface. Writing your statement and condensing it on paper is key. Next comes practice. Saying this statement out loud several times, until you remember it, is crucial to a smooth, concise delivery.

Let's prepare for this inevitable question from a future employer and/or recruiter:

Why are you no longer employed?

1. Write your exit statement. If your first draft is wordy and too long, it is okay; it is your starting point.
2. Narrow it down. Eliminate the clutter and be concise. Get in quickly, and get out quickly: "I'm no longer at ABC Company because ..., I can offer you these skills." No negative comments about your former employer. This isn't about them—business happens. This is about presenting you at your best.
3. Say it out loud many times. Practice. Please be prepared to state your exit statement at each meeting with your Career Transition Advisor.

Tips:

- Call your own voicemail and record yourself saying your exit statement.
- Practice your exit statement on video. Ask your Advisor and we will provide a link for recording your exit statement.

Example 1

I left Smith Corporation a month ago as a part of their downsizing efforts. The executive team decided to reallocate resources away from marketing and steer them into product development. My position along with several others was eliminated. While I enjoyed the time spent and the work I did for Smith, I look forward to taking my business development and prospect research skills to a new employer. I'm very excited about this opportunity and appreciate you calling me in today to talk about your role and my accomplishments—I see a strong alignment.

Example 2

Within the last 15 months there was a change in management at the holding company. The new management had a different view of the organization's goals and how they might be achieved. My view for the direction of the company no longer appeared to be in line with the new team. We decided to part ways amicably. Jones Inc. is being very supportive in this transition and I have worked hard to wrap up my projects and leave things in good shape. I'm leaving on a good note and am proud that I was able to finish the XYZ project. I am excited to take my project management skills to a new employer.

Example 3

Yes, I am no longer working at Good Insurance Company. I left there on March 15th. The senior leader who hired me to be his right hand, his second in charge, left the company 6 months ago to advance his career. The new senior leader, as often happens in these situations, is restructuring the department and wants to bring in some of his/her own people. My role is being impacted in this way. I was informed of the decision and given an opportunity to look for another role inside Good Insurance. I chose not to do so, because a lateral type move was really not available. I'm excited to broaden my career and deliver similar results with a new organization.