

Get The Job You Want, Even When No One's Hiring

Your Job Search Survival Toolkit

Departure Statement

Your departure statement must:

- Be positive in tone
- Take the focus off you, and put your departure into a larger context (i.e. “they had a layoff of 500 people,” “company was acquired,” etc.)
- Demonstrate that you are “over it” emotionally and carry no emotional baggage about what happened
- Show that you have a clear idea of where you’re headed professionally

Crafting Your Departure Statement

Use the template below to jump-start your writing, and then feel free to rewrite and fine tune until you have something that works well.

Provide a time-frame (in 2004; for the past 5 years; 2 months ago ...)

(Company Name) experienced (layoff, consolidation, change of management, new strategy, different priorities)

As a result, positions were affected, including mine.

I’m now exploring opportunities (that will take advantage of my / that will leverage my / where I will be able to contribute ...)

Using the results of this exercise, fine-tune and write your final Departure Statement on the next page.

Putting It All Together: Your Departure Statement