

Exit Statement

Your Exit Statement concisely answers the question: *“Why are you looking for a new job?”*

Think of it as your “press release” because it is the device that tells the world about your transition. An effective exit statement is brief, non-defensive and positive. When applicable, it lets others know that your departure was not due to any fault of yours.

Share your exit statement with your references so that you and you references give essentially the same reason for your leaving your previous employer.

Your exit statement consists of two basic parts:

1. **Why you left your job** - Keep this part as short as possible. Never say anything negative about your previous boss or company.
2. **What position you are looking for** - Sound positive and enthusiastic. Get in something about your qualifications, but still keep it fairly brief.

Here’s an example: *As a result of the merger of Joshua Trees Industries and GreenLeaf Products, 300 positions were eliminated, including mine. I am now exploring opportunities in the food industry that will take full advantage of my extensive management experience, as well as my engineering and manufacturing background.*

**Take a few moments to create your own Exit Statement.**

# Why you left your job

1. **What position you are looking for**

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