

STRUCTURE OF INTRODUCTIONS

- Introduce yourself: name, major, graduation date
- Past → Present → Future: Walk them through your past experiences (internship, co-op, part-time work), student leadership/involvement, and relevant courses/skills/training. Next talk about what you are currently focused on (finding an internship, honing my skills in ____). Lastly, end with why you are excited to speak to that organization (example: Due to my background in A, B, and C, I think I would be an excellent fit for ____, and I would love to learn more about the position).

EXAMPLE: FIRST YEAR STUDENT

Student: Hello, I'm (first name, last name).

Recruiter: Hi (first name). It's nice to meet you!

Student: To share more about my background, I am first year student majoring in _____. I chose my major because _____ I can/want to make an impact/research/innovate in the field of ____ by _____. Currently, I am taking courses in ____ and have been exposed to/am experienced with _____ (relevant tool, lab procedure, work task, data acquisition, equipment, writing/speaking, something you'd use in a Skills section). Outside of classes, I am involved in _____ (student activities, volunteer, part-time work) where I do _____.

I was excited to learn your organization was participating in the career fair today and noticed you had _____ posting on CareerBuzz. Can you tell me more about the position and what you are seeking in a candidate?

EXAMPLE: STUDENT WITH INVOLVEMENT AND EXPERIENCE

Hello, I'm (first name, last name). I am a (class year) student studying _____, and I was excited to see your organization was participating in the career fair today. Last summer, I interned/co-oped at _____ where I worked on _____. Through this experience, I developed skills in _____. Outside of this work experience, I am involved in _____ where I serve as (insert role). In my classes, I have been learning more about (relevant topics) and am eager to apply my knowledge and background into (field). Can you please tell me more about (open role) and any others that you think may be a good fit based on my background?

CAREER FAIR TIPS:

1. Review the list of participating employers and make a rank ordered list of who you would like to meet.
2. Bring several copies of your resume with you. Have your resume critiqued by the Career Center.
3. Keep your resumes stored in a professional padfolio.
4. Minimize the amount of things you carry into the career fair (book bags, large bags, etc.) so it is easier to navigate the room.
5. Jot down notes of your conversation in your padfolio after you leave an employer booth. This will help you to create a more tailored follow up thank you note.
6. Follow the instructions shared with you during the career fair. You may need to submit online applications after your conversation. Remember, these employers will be looking for your name in the application pool.
7. Professional attire is required, and you can check out items from the [Campus Closet](#) as needed.

TECHNICAL SKILLS & CAREER READINESS COMPETENCIES:

Here's how to put together your technical and career readiness competencies:

1. Take a **technical skill** that you've picked up.
2. Add an **essential career competency***, such as leadership, written or verbal communication, spoken language(s).
3. **Put them together.**

Simple formula:

Example 1: I have honed my skills in (**technical skill**) along with (**competency**), which I would leverage as a new hire.

Example 2: An example of me using/pairing both a technical and an essential skill is when I _____. (Describe something from a project, presentation, assignment, work task, and provide details as needed). Finish with a question. Pick one below. *(Only ask these questions if you did not see a position listed in CareerBuzz or on the company website. Mention that you tried to find this information)*

What positions may be a fit for someone with my strengths/experience/level of exposure?

What skill sets are you looking for today?

When you put two skills together, you are showing a recruiter **what** makes you better/different/distinct from the person behind you in line. Use these hard facts in a simple, declarative sentence to show a company **how** to use you. (**Research**** companies to know what they do.)

***Career readiness competencies include:** communication, organization, research methods, leadership, team work, writing, presenting, public speaking, spoken languages, time sensitivity, editing, instructions, lab protocols, self-directing, multi-tasking, customer service, innovative, project management, intercultural competency. Further reading: <https://www.naceweb.org/uploadedfiles/files/2021/resources/nace-career-readiness-competencies-revised-apr-2021.pdf>

****Research sources about companies:** company website, Google, annual report of company, GT Library, multiple company databases