Starting the Conversation

EXAMPLE #1: GENERAL CAREER FAIR STUDENT-EMPLOYER INTERACTION

Student: Hello, I’m [your name].
Employer/Recruiter introduces himself/herself and you might shake hands
Student: I am a [fill in the blank] major with an emphasis on [your particular area of focus if it is related to the employer]. I’m very interested in [fill in whatever the organization does], and would like to learn more about what internship/job opportunities your company offers.
Employer: [Mentions internship/job opportunities]
Student: That sounds very interesting! What skills, background, and experience are needed to qualify for your entry level positions?
Employer: [Lists some of the skills and experience they look for]
Student: Between my coursework, employment, and volunteer experience I’ve been able to develop a number of skills including [list some relevant skills and experience relevant to this particular employer] And I bring a sense of passion and enthusiasm to everything I do! What are the next steps for applying to your organization?
Employer: [Offers information on next steps.]
Student: Thank you so much! This was very helpful. May I leave a copy of my resume with you? Could I have your business card?

ADDITIONAL EXAMPLES (In the examples below, we’ve left out the employer’s responses – remember that this will be a “give and take” exchange between you and the employer, not a one-sided speech on your part):

EXAMPLE #2: [Assume that Sam has researched the employer and has tailored his introduction to the specific employer he is talking to below.]

“Hello, I’m Sam Bailey. I’m a junior at the University of Washington and I’m seeking a [job or internship]. In addition to my major coursework in [major], I have quite a broad academic background and a variety of work experiences. For example, I have a lot of experience and knowledge working with diverse populations, both from my coursework and also from my volunteer position at the Downtown Emergency Services Center. I also have strong interpersonal and teamwork skills, and I’ve organized several events on campus for my student organization [name of organization]. What strengths, education, and experience are needed to qualify for entry-level positions in your organization?
EXAMPLE #3 (No declared major yet) [Again, assume Jean has tailored her intro to the specific employer]:

“Hello, I’m Jean Sanders. I’m a student here at the University of Washington and I’m seeking an internship for this summer. I researched your organization and am very interested in what the employer does. I am still deciding on a major, but through my education and experience I’ve developed a number of skills including strong interpersonal and teamwork skills, analytical and creative problem-solving skills, and the ability to plan and organize meetings and events. What types of [job/internship] opportunities might your organization have for someone like me?”

EXAMPLE #4 (Specific major/specific type of job)

“Hello, I’m Pat Brooke, and I’m a junior in Mechanical Engineering interested in an internship. My background includes designing and testing motion control systems using AutoCad to draft plans for an engineering consulting firm, and effective leadership and communication skills. After researching your company, I am excited about what you are doing relating electro-mechanical controls. Would you tell me more about opportunities in this area with your company?

OTHER QUESTIONS:
What kinds of opportunities does your organization have for someone with my background and skills?
What strengths, education, and experience are needed to qualify for entry-level positions?
What are the major challenges and initiatives that your organization will be focusing on this year?
What is the hiring process for your company in my area of interest?
What is it like to work for your company?
What opportunities exist in your organization for internships?... advancement?... growth?
How might I make myself a strong candidate?
How do you decide to choose one candidate over another?
Is there someone in your company I may contact who can tell me more about this area of work?

NOW WRITE A DRAFT OF YOUR OWN PERSONAL INTRODUCTION

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