

Career Fair Intros in 4 Easy Steps

RETHINK THE CLASSIC “ELEVATOR PITCH”

- Too much information loses your audience and is too much to memorize. You can add more detail later in the conversation.
- You don’t have to deliver the introduction as one part. You can open with just your name and greeting, let them respond, and then continue.
- Speak naturally, don’t recite a script.

1. INTRODUCE YOURSELF AND GREET THEM

- Give your full name, smile, offer a handshake (if meeting in person), and a greeting.
“Hi, I’m Jashanna Morton, it’s so nice to meet you!”

2. SUMMARIZE WHAT YOU DO

- Tell them briefly what you’re studying and an interest or (if you have any) your current work. Keep it concise.

3. STATE WHAT YOU’RE LOOKING FOR

- What brought you to this employer? What opportunities are you looking for?

4. ASK A QUESTION OR PROPOSE AN ACTION

- Direct the conversation where you want it to go by finishing with a question or proposal.

PUT IT ALL TOGETHER!

Hi, I’m Leslie Winston, it’s so nice to meet you! I’m a Biomedical major and I work in the Biomechanics Lab. I’m interested in learning more about the AI Intern position at your robotics lab in Centerville. What are the qualifications for this role?”

Good morning, I’m Niko Wolenski. I’m so happy you’re here. I’m a Masters candidate in Systems considering a career in Logistics. I’m looking for full time opportunities in Manufacturing. Besides the company website, where can I learn more?

Hi, I’m Tang Yeon-Seo, thank you so much for meeting with me. I’m studying Mechanical Engineering and I’m part of the Rocket Propulsion Group. I’m passionate about aerospace and I’d love to hear about co-ops at your commercial aircraft division. Can you tell me more about that program?