

Powerful Introductions



Create a powerful introduction to use at career and internship fairs or professional networking opportunities and to respond to interview questions like “Tell me about yourself,” and “Why should we hire you?” It’s important to have a powerful introduction to connect with potential employers whether on the phone, email or in person. Remember to highlight any career competencies you may have, such as oral/written communication, teamwork and collaboration, digital technology or leadership. Write down your ideas and practice saying them out loud. Remember, this is a conversation starter, not a memorized speech and should be used to help market your career competencies in a very short time.

Hello, my name is: _____

I am interested in: _____

I have experience or coursework in: _____

My strengths are: _____

I am looking for information about opportunities in: _____

Example: Hello, my name is Jennifer and I’m interested in Human Resources. I have experience as the Vice President of a student organization where I interviewed and onboarded new members. My strengths in communication, problem solving, and working as a team member come into play on a daily basis working in food service. Additional business courses have supplemented my communication degree and attributed to my interest and growing knowledge in Human Resources. I’m looking for more information about what your organization looks for when hiring HR coordinators.