

INTRODUCTION PREPARATION

Part 1: Searching at In-Person Events

Prepare your introduction by answering these questions:



You only have approximately 20 seconds to make a good first impression!

- 1 Who are you? What do you do or what are you interested in doing?**
 - Hi, I'm Willy Wildcat, a junior majoring in Communication Studies with interest in building a career in community education and outreach.
- 2 Why are you interested in this employer?**
 - I'm interested in (XYZ) as an organization whose mission is to provide education and outreach in health-related areas that are important to me.
- 3 What can you offer the employer?**
 - I have experience in public speaking, fundraising, and event coordination, and I learn things quickly.
- 4 Conclusion/Transition: What do you want to talk to the employer about? What questions do you have?**
 - I'm curious about (XYZ's) internship opportunities. Would this intern have an opportunity to work on the new (XYZ) campaign that I see you are developing?

Put it all together:

Hi, I'm Willy Wildcat, a junior majoring in Communication Studies with interest in building a career in community education and outreach. I'm interested in (XYZ) as an organization whose mission is to provide education and outreach in health-related areas that are important to me. I have experience in public speaking, fundraising, event coordination and learn things quickly. I'm curious about (XYZ's) internship opportunities. Would this intern have an opportunity to work on the new (XYZ) campaign that I see you are developing?

Good Questions to Ask Employers at the Career Fair

- What kinds of skills are you looking for?
- Which courses do you suggest I focus on to gain the technical skills you look for?
- What's your favorite part about working at (XYZ company)?
- For how long does a typical employee stay with the company?
- What made you choose to work at (XYZ company) and why do you stay?
- I saw (XYZ company) really values _____. Could you tell me how they demonstrate that?

Questions Not to Ask (X)

- What does your company do?
- What is the salary for an intern?
- What benefits do you offer?

Additional Ways to Prepare for In-person Events:

1. Create/update your resume
2. Prepare professional attire
3. Create/update your Handshake profile
4. Download the Handshake mobile app
5. Meet with a career coach