

PERSONAL INTRODUCTION



Also known as an elevator pitch, 60-second intro, or a personal commercial. A personal introduction is a chance to highlight your skills, experience, education and career interests to someone new in 30 to 60 seconds. This is an easy way to start a career-related conversation.

When to use	Should include	Optional talking points
Networking events Career fairs Interviews Meeting a recruiter for the first time Answer to "Tell me about yourself"	Name Major Expected graduation date Career goals Relevant experience (project, internship, co-op, etc.)	Enterprise Senior Design Volunteer experience Clubs Hobbies Hometown Interest in the company

Example #1

My name is Alice Awesome, and I'm a third-year biomedical engineering student at Michigan Tech. I just finished a six month co-op at XYZ company, working as a quality engineer in the New Product Development Department. I was responsible for product safety testing and assessment documentation. My engineering co-op and course work in research methods has also prepared me to work in product development and design. I'm currently looking for a spring co-op for next year and would be thrilled to work for (your) ABC company.

Example #2

My name is Mark Marvelous, and I am graduating with my bachelor's degree in Marketing in December. I'm a member of the American Marketing Association and gained hands-on experience working with the Market Research Center last summer. In 2016, I competed in a business development competition with a team of four, and my team took second place. I'm also a member of XYZ fraternity and maintain our social media pages and outreach website. In the last two years, we've increased our membership by 20 percent. I work well on teams, have excellent communication skills, and I'm currently looking for a full-time marketing position.

Remember to keep it brief. A personal introduction should be less than a minute. Practice it out loud and show enthusiasm! You may want to end by asking an engaging question and thank them for their time.

Need help? Make an appointment with a Career Services advisor.

