Your Personal Introduction

We want to encourage you to meet new people – to especially take the opportunity to meet people who have the power to give you a job.

So, step right up and introduce yourself. Company representatives and recruiters want you to start speaking first. They’re looking for someone who can communicate – someone who can meet and speak with others they may not know, as that might happen at their workplace.

Your personal introduction is what you say about yourself when you meet new people...what you say when you hear, “Tell me about yourself.” Add a smile, enthusiasm, and a firm handshake, and you’ll make a great first impression!

“What exactly do I say?” you may ask...

First 3 points = basics
- Name and hometown
- Major
- Year or when you expect to graduate

Next 3 points = just a list of a few of your experiences
- Previous internship or co-op
- Enterprise or senior design or class project
- Summer job

Last 3 points = what you do outside the classroom
- Student/Greek organization
- Community service
- Sports
- Activities or hobbies

We know...
It’s still a bit stressful to meet people you don’t know, so it’s a great idea to write it first, and then memorize and practice your personal introduction.

Then you’re always ready when opportunity knocks.

Recruiters WANT to meet you. They’ve traveled a long way to do just that, and they’re very interested and impressed with what you’re doing.

That’s it!

If you’d like help thinking about what to say, we’re glad to help. Walk in to our Learning Center, or make an appointment with a Career Advisor or Learning Center coach through HuskyJOBS, or call 487-2313.

220 Administration Building | www.mtu.edu/career