



MichiganTech® Career Services

Company reps say, "We can't hire you unless we know you."

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!

Just some basics to get the conversation started...a few things about yourself.

"What exactly do I say?" you may ask...

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.

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



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.