

Introducing Yourself to an Employer

How to impress employers with your introduction:

- Show confidence.
- Have a good firm handshake and smile.
- Speak clearly in a friendly and pleasant manner.
- Have a positive attitude; employers are looking for enthusiastic candidates who show genuine interest in their company and job opportunities.
- Maintain eye contact.
- Remember that 90% of communication is non-verbal; so how you dress, how you stand, your tone of voice, eye contact, handshake, smile, level of enthusiasm, etc. are all important.

Two good ways to introduce yourself: (There are others but these are good options).

- 1) “Hi, my name is I’m very pleased to meet you. I am a _____ (major) and I will be graduating in _____. I am very interested in your _____ position. Can you tell me a little bit more about it?”
- 2) “Hi, my name is It’s very nice to meet you. I am a _____ (major) and I will be graduating in _____. I am very interested in positions that will take advantage of my skills in _____, _____, and _____. Do you have any positions that are seeking these skills? (Important tip, don’t just say “I’m hard working and good with people.” These are skills employer’s value but you need to make sure you back them up with examples or go into at least a little detail if you want the employers to give you credit for those skills).

After the introduction:

- Ask questions to show you are interested and demonstrate you have researched the employer and/or position.
- Give examples of your skills, qualifications -- be able to talk about what you have to offer them.
- Maintain your level of enthusiasm and interest – if the employer walks away from the conversation not sure of your interest, you have just lost your chance at an interview.

How to end your conversation and leave a positive lasting impression:

- Be sure to “close” the conversation strongly. Summarize your conversation by reinforcing what you’re seeking and what you have to offer.
- Tell them you are very interested in working for their organization and/or the position they are offering and let them know you would really appreciate the opportunity to interview for the position.
- Ask for their business card so you can send them a thank you and follow up as needed.
- Offer another firm handshake and thank the interviewer for taking the time to see you.