

30 Second Briefest Personal Introduction

(At a Job Fair, mixer, or other social event: you're meeting people for the first time, and you need to be informative but concise)

You exchange names, and they ask: "What do you do?"

Positioning (5 seconds)

- Who are you, professionally? (This is how they will remember you.)

Brief Personal History (15 seconds)

- School History (recent grad, junior, senior, etc.), with a major in _____. When did you/will you graduate?
- Current goal (*"Right now I'm exploring opportunities for an internship/summer position/job as a _____, which will help me get started in my career."*) Under NO circumstances should you ask the person if s/he knows of any positions, or knows anyone who can help you find a job!!

Transition (5 seconds)

- Brief statement about how you chose this major/profession.

Search Goals (5 seconds)

- Mention core competencies/key strengths.

Closing

- Ask the other person about him/herself. Have your business cards in your pocket, in case someone asks for one. Always ask for theirs in return. If you're interested in what the other person does, it's perfectly appropriate to ask for his/her card first, even if s/he doesn't ask you for yours.

CREATING YOUR 30-SECOND INTRODUCTION / ELEVATOR PITCH

My name is

I am a

I'm known for (what are your greatest work-related strengths?)

My single proudest accomplishment has been

I'm hoping to become / thinking of becoming a

"I believe that gives you a really clear idea of who I am and what I'm hoping to do.

Is there anything that I've just mentioned that you'd like to hear about in more

detail?"