

**Before the fair, prepare your:**

- Introduction (conversation starter)
- Personal pitch (qualifications & accomplishments)
- Questions relevant to interests, job, employer
- Follow up and closing

**Introduction: who you are, purpose, position desired.**

- 1) Greeting: Hello, I'm \_\_\_\_\_.
- 2) Acknowledge Employer:  
*I am pleased to meet you Mr./Ms. \_\_\_\_\_ (repeat employer's name)*
  - *Thanks for participating in this event*
  - *I was pleased to see that you would be here today.*
  - *I am majoring in \_\_\_\_\_ and am looking into \_\_\_\_\_.*
  - *I came to the fair to learn more about \_\_\_\_\_.*

**Personal Pitch:** Your qualifications, strengths and accomplishments relevant to position you desire. Include the following:

- What you hope to learn or accomplish in internship/job.
- Educational background (e.g., year in school, major, minor, relevant course work/projects, gpa)
- Related experience—paid or unpaid. Give an example of an accomplishment illustrating relevant skills/strengths.
- Strengths—the knowledge, skills, personal traits you will bring to the job.

Write down strengths, skills, accomplishments, etc. prior to fair.

**Questions:** Ask questions that will obtain information needed to connect your background, interests, and goals.

- *Does your organization offer opportunities for someone with my skills and interests? What would the work entail, for example, types of assignments?*
- *How many interns do you expect to hire? Are interns paid?*
- *What experience are you looking for in a candidate?*

*Brainstorm other questions prior to fair.*

**Follow Up and Closing:**

- 1) Express interest: *I'd like to be considered for \_\_\_\_\_.*
- 2) Ask about follow-up and hiring process:
  - *What would you suggest as the next step?*
  - *How do you prefer to be contacted?*
  - *When might I hear about an interview?*
- 3) Obtain business card
- 4) If not hiring persons with your background at this time, ask about the best way to learn about positions in the future and/or others in organization to contact.
- 5) Close: *Thank you for answering my questions, and I will follow-up as you suggested.*

**Other tips:**

- Make eye contact, smile, shake hands firmly
- Speak clearly and loudly enough to be heard
- Demonstrate interest and confidence
- DRESS PROFESSIONALLY