

# PROFESSIONAL INTRODUCTIONS

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Networking is an important piece of any job search. Preparing a professional introduction ahead of time will give you more confidence and will help you to be more successful in your networking. This is an introductory statement that states the type of job or internship you are looking for, your skills and your related experience. Communicating your goals and key points in a clear, straightforward manner is very important. Don't assume people will figure out what you want just by stating a job title or the name of a company. Once you have a professional introduction ready, you can tailor it to fit each situation.

## **You can use your professional introduction:**

- ◆ To network at meetings, school, or social activities
- ◆ When you are introducing yourself to potential employers
- ◆ To answer the infamous "What are you doing after graduation?"

## **Guidelines:**

- ◆ Be specific--- communicate your focus or your goals
- ◆ Make your commercial conversational and not too heavy on the content
- ◆ Single yourself out from the crowd--- let your unique skills and personality shine
- ◆ Communicate enthusiasm and motivation

## **What to include in your professional introduction:**

- ◆ What are you looking for? (Describe a dream job, professional career field, fulfilling position)
- ◆ Recent education and relevant experience
- ◆ Areas of expertise/skills/accomplishments
- ◆ Include words that emphasize your enthusiasm

### **Introduction #1 – Introducing Yourself to Employers:**

"My name is Lisa Simpson and I am a senior at the University of the Pacific. I am graduating in May with a B.A. in English and I am interested in the field of publishing and editing. Over the last three years, I have worked for the school newspaper serving as a staff writer, editor, and eventually senior editor. I also had an internship at a small publishing firm in San Francisco which really got me excited about this field. I was wondering how entry level editors get started in your organization?"

### **Introduction #2 – How to introduce yourself if you are not sure what you want:**

"My name is Lisa Simpson and I am a senior at the University of the Pacific. I am graduating in May with a B.A. in English and am looking forward to starting a career where I can use my strong communication skills and creativity to make a positive impact in the community. I am interested in your company because I know you value community and you are committed to working with small, local businesses, designing innovative ad campaigns that help them increase their sales."

### **Introduction #3 – Answering the Question "What are you going to do after graduation?"**

"After I graduate in May, I want to move to New York City and pursue a career in the publishing and editing field. Ultimately, I would love to edit fiction novels for a large publishing house. After working as the senior editor on our campus paper and interning at a publishing firm, I realized that this is my passion and I am really excited to get started. You wouldn't happen to know of anyone in this field?"

### **Introduction #4 – How to answer if you are not sure what you want!**

"I have a lot of different interests and am open to a variety of opportunities. Currently I am researching careers in both Human Resources and Marketing. I really like the idea of working with people and giving back to the community in a positive way. Do you know anyone who works in either of these fields that I might contact for more information?"