

# "Skill"ful Conversations

HOW TO ENGAGE EMPLOYERS WITH CONFIDENCE

## Before you begin Know yourself & consider:

- 1) What motivates you?
- 2) What adjectives come to mind to describe you?
- 3) What sets you apart? What are you promoting about yourself?
- 4) Why are you interested in the company or industry?

## 1 Build your Elevator Pitch:

This will be a great start to prepare for most common interview question, "Tell me about yourself."

- Keep it brief, 30-60 seconds.
- Make it memorable, but don't overdo it.

Introduction	Experience/ Interests	Strengths/Skills Knowledge/Value	Goal/Closing
<p>Who am I?</p> <p><i>Smile and greet with a handshake.</i></p>	<p>What are the main contributions I can make?</p>	<p>What strengths/skills do I have?</p> <p>What do I know?</p> <p>What do I offer?</p>	<p>What is the goal of the introduction?</p> <p>What am I looking for?</p> <p>Next steps might include...</p>
<ul style="list-style-type: none"> <li>• Your name</li> <li>• Your degree/industry</li> <li>• Your graduation date</li> <li>• Your reason for being at the event</li> </ul>	<ul style="list-style-type: none"> <li>• Choose experience or interests relevant to the company or job description</li> <li>• Remain brief but informative</li> </ul>	<ul style="list-style-type: none"> <li>• Share strengths, values, skills valuable to the role</li> <li>• Technical and/or soft skills</li> </ul>	<ul style="list-style-type: none"> <li>• Exchanging contact info (i.e., business card, LinkedIn connection)</li> <li>• Asking about possible openings or future opportunities</li> </ul>

## 2 Beyond the Pitch - Keep the conversation going:

Be Ready - Employers may ask:	<ul style="list-style-type: none"> <li>• Why did you choose this career path?</li> <li>• What do you know about our company?</li> <li>• What are your career goals?</li> <li>• What's a recent achievement you're proud of?</li> </ul>
Prepare questions - Show your Interest:	<ul style="list-style-type: none"> <li>• How would you describe the ideal candidate for this job?</li> <li>• Can you tell me about a typical day as a _____ with your company?</li> <li>• How many people are in the department?</li> <li>• Why do you like working for this company?</li> <li>• How soon do you plan to fill this job?</li> <li>• What's the next step? How can I arrange an interview?</li> </ul>
LEAVE A LASTING IMPRESSION	Impress the employer with the research you've done on the company or position, and communicate your experiences to relate to the position.

## 3 Follow Up: A thank you note or email can go a long way to reiterate your interest and help you stand out.