



CAREER CENTER

ST. CLOUD STATE UNIVERSITY

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Introducing Yourself To An Employer

How to impress employers with your introduction:

- Show confidence.
- Have a good firm handshake and a sincere smile.
- Speak clearly and slowly 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. How you dress, how you stand, your tone of voice, eye contact, handshake, smile, level of enthusiasm, are all important.

Use the formula:

- Name
- Class (senior, junior, sophomore)
- Major
- Opportunities that you are seeking
- Relevant experience (work, internship, volunteer work)
- Highlights of skills and strengths
- Knowledge of the company

AVOID:

- Asking what the company does
- Asking if the company has any jobs available
- Stating that you will be willing to do anything at the company
- Bringing up negatives about previous experience, employer, etc.

Two good examples of how to introduce yourself:

“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? **or**

“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:** If you say you hold a particular skill, make sure you give an example of that skill from previous experience.)

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.
- 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 talk with you.