



CRAFT YOUR ONE-MINUTE INTRO

Whether you are attending a career fair, employer information session, or sitting next to someone at a coffee shop, it is always good to be prepared and have a professional introduction ready. Here are some tips for crafting your own one-minute introduction.

Craft Your One-Minute Introduction

WHO AM I? (e.g., name, university, class standing, major)

Example: Hi, my name is John. I'm a Psychological Sciences major at UCI and I'm graduating next June.

WHAT AM I SEEKING? (e.g., a job or internship, exposure to a certain field, information about an industry)

Example: I'm really interested in a career in Human Resources.

WHAT CAN I OFFER? (e.g., highlight relevant experience, skills, achievements)

Example: I worked as an office assistant last year and oversaw a busy front desk, and helped process new employee paperwork.

WHAT IS MY OBJECTIVE? (e.g., learn about opportunities in a field, start a conversation, make a connection)

• **Additional Recommendation: End with a question**

Example: I researched [Company Name] and saw that it has entry-level jobs at its L.A. office. Can you tell me more about those opportunities?

Your Turn

WHO AM I?

WHAT AM I SEEKING?

WHAT CAN I OFFER?

WHAT IS MY OBJECTIVE?
