

Introduction Guide

Put your best foot forward in networking or career fair situations with this simple guide.

Get Started:

1. Reflect on the 4 or 5 things you most want a stranger to know about you.
2. Summarize 1-2 things you are curious about.
3. Prepare for what you want to ask someone else.

Put It Together:

Who Am I?

Example: Hello, my name is Tania and I am a junior at Brandeis University studying international and global studies.

What are my strengths (skills, relevant experience or education, etc.)?

Example: I've had a strong interest in global commerce. I've taken several classes in the International Business School at Brandeis and last summer I had an internship at a tech start-up in Waltham, focused on branding and business development.

Why do I want to talk to you?

Example: I've read that your company has an office in Mumbai and Hong Kong. I was wondering how you engage with those other offices? Have employees successfully transferred to different countries?

Other Examples:

I'm a first year student planning to major in biology and fine arts. I've become curious how people react differently to the same piece of art, and I was very interested when I saw the opportunity for an Art Restoration Intern. Can you tell me more about the background or skills you're looking for in an intern?

Hi, my name is Jordan and I'm currently the Treasurer for the Brandeis Archery Club. As an econ major at Brandeis I've been getting more interested in financial modeling and I'm curious how to best transfer my skills into finance jobs. What qualifications do you think would be most impressive to employers who hire students for analyst positions?