KNOW YOUR AUDIENCE
Better yet, research them! Find out who they are and how that is relevant to you. Knowing you've done your homework will make you more confident!

MAKE EYE CONTACT
This demonstrates confidence, interest and respect. Always address the individual by his/her proper name - "old school" manners can have a big impact!

PREPARE AN OUTLINE
STEP 1: What are your key strengths or positive qualities?
STEP 2: Why are you interested in this organization, or more generally, this industry?
STEP 3: What unique contributions will you make?

PERFECT YOUR PITCH:
Practice, practice, practice! Finalize a cohesive elevator pitch, so when you have the opportunity to express what makes you AWESOME, you can capitalize!

KNOW THE NUMBERS
33% Percentage of bosses that claimed they know within 90 SECONDS during a conversation whether they will hire someone
TIME TO SELL YOURSELF
1 min > 3 min

COMMON NONVERBAL MISTAKES
EYE CONTACT: Failure to make or maintain eye contact
HANDSHAKE: Too weak of a handshake can signal lack of confidence
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KNOWLEDGE: Having little to NO knowledge of the organization
KNOWLEDGE: Having little to NO knowledge of the organization
SMILE: Lack of smile or energy