**Professional Introduction Worksheet**

**Introduction**
Name:
Class Year:
Major:
Why are you interested (specific position, learn more about field or company, trying to identify summer internships, etc.)?

*Create your own introduction:*

**Identify Selling Points**
List top skills:
Where have you demonstrated these skills:
List top accomplishments:
List top leadership activities:
Review related academic preparation:
Class projects:
Related goals:

*Create 30/60 second commercial utilizing your selling points:*

**Reflect on what you want from the interaction**
List your objectives and questions:

**Closing**
What do I want to request?
Confirm next steps.
Thank you.

*Form your own closing:*