



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: