

Elevator Pitch



Here are some components to consider in developing your introduction.

Greeting: Hello, my name is _____.
(First and Last Name)

Current: I am currently a _____.
(Position or Year in School)

Education: I am completing a degree in _____ at _____ in _____.
(Major) (School) (Month/Year)

Skills/Abilities: My skills include _____, _____, and _____.
(List your skills, including examples)

Accomplishments: I have _____ and _____.
(Quantify your examples, if you can)

Relevant Activities: I am involved in _____ and _____.
(Clubs/Organizations & Volunteering)

Type of Experience: I am looking for a/an _____.
(Example: Internship or Co-op)

When You're Available: for _____ of _____.
(Season/Month) (Year)

End with an **appropriate question** that shows you did your research!

Example of an Introduction:

“Hello, my name is Jane Hokie, and I am a sophomore majoring in marketing. I am currently a member of the Student Government Association where I co-chair a committee of 5 members. This past semester we ran a fundraising event that raised \$500, and I was responsible for creating all of the marketing materials for the event. I am seeking an internship this coming summer in marketing to use my planning and problem-solving skills in service to your company. Would you tell me more about your internship program?”

Now, write your own 30-second introduction:

STRATEGIZE & PRIORITIZE

How much **time** do you have to network?
Which companies are you interested in talking to?
Which day will the company attend?
Use the fair's website to find information.

Day 1: Company and Job Title

1. _____
2. _____
3. _____
4. _____
5. _____

Day 2: Company and Job Title

1. _____
2. _____
3. _____
4. _____
5. _____

RESEARCH & APPLY

Research and apply to each position through the company website **before** the fair. This demonstrates interest and helps you stand out!
Tailor your resume to each position by highlighting different skills and experiences that match the job description.

Company: _____

Position: _____

Company Research:

What they want (skills, qualifications, & experience)

Verbal communication and problem solving skills

Your related skills, qualifications, & experience

Waitress-assist frustrated customers & find solutions

CUSTOMIZE & CLARIFY

Create a customized 30-second introduction

Greeting + Year in School + Major + Type of Experience You're Seeking + Interesting Fact About a Past Experience + A Relevant Question About The Position/Company

Be prepared to answer questions about your resume and your interest in the company

FOLLOWING UP

Send an email to the individual

Mention memorable portions of your conversation + the opportunity you spoke about + thank them for the opportunity to speak with them

Send a hand-written thank you note, if possible



Virtual Career Fairs



CAREER AND PROFESSIONAL
DEVELOPMENT
VIRGINIA TECH.

BEFORE THE FAIR

Register for the fair (see links to all career fairs at career.vt.edu/events).

Upload your resume to your profile so employers can see it when meeting with you.

Choose a professional outfit and make sure your background is neat.

Test your internet connection, video quality, and audio clarity.

Have your elevator pitch typed on your computer so you can quickly copy and paste it into your chat with the recruiters.

See if there are any live broadcasts planned, and add the times to your calendar.

MEETING A RECRUITER

All conversations will begin as a text chat only. Some recruiters will only do text chat.

Recruiters have the ability to request that you turn on your webcam for a video chat.

All sessions are timed (ranging from 3-10 minutes, depending on the career fair). Recruiters have the ability to extend each session individually, but may choose not to when there is a long line.

If text only, use and customize the templates you have written for the career fair in a separate document to save time.

If video chatting, do not repeat the conversation you've already had through text. Keep moving forward due to the time limit.

Get their contact information (email or LinkedIn)!

ENTERING THE FAIR

Navigate to the "Lobby" where you can see the "booths" of each employer in attendance.

Get in line with each employer you want to speak with. Brazen will save your place in line if you are busy speaking with someone else.

When you are alerted that you have been connected to a recruiter, respond quickly or it may time out.

Use your wait time effectively: research the employers you are hoping to speak with and join the live broadcasts.

Close out of unneeded items on your computer to keep the career fair platform running smoothly and minimize distractions/notifications

AFTER THE CONVERSATION

After your chat, you will be taken to a chat conclusion page. You will be able to rate your chat and take notes from your conversation.

Click "Continue with Event" to return to the Lobby.

Even with a virtual fair, it is still important to follow-up with the recruiters you meet!

If the event ends while you are still in line, the employer may have the option to leave a "Drop-Off Note" to express your interest in speaking with a company representative.

You can access your chat history for at least six months by clicking "History" in the upper right corner of the screen of the lobby.