

Intern Fair/Networking Etiquette

Practice your elevator pitch in advance.

Have several copies of your resume ready.

Conduct yourself professionally at all times. Remember that you are on stage even as you stand in line.

As you approach the interview table, establish eye contact, present a firm handshake, introduce yourself, and explain why you are interested in the company.

If the interviewer invites you to sit down, put your materials in your lap or beside your chair on the floor, not on the table.

Have a three-point agenda: know what you are looking for, what you have to offer, and what questions you will ask about the employer.

Try to generate and maintain interest by smiling, responding to questions with specific and concise examples, and keeping your voice in a lively and pleasant tone.

Link qualifications (skills, abilities, experience) with the job/employer.

Use transition statements to share information about yourself that the interviewer may not have addressed (e.g.: "That's interesting, I had an experience that relates...")

Respond truthfully, while always painting a positive picture of yourself.

Ask for employer information, application materials and the interviewer's business card.

Ask about the hiring process and its timeline, and determine actual and potential openings.

At the end of the interview, offer a firm handshake and express your appreciation using the interviewer's name.

Walk away with confidence, remembering that you are still on stage.