

HOW TO GREET RECRUITERS



Created by the Business Horizons Student Team

When you greet a recruiter, walk with purpose, make eye contact, smile, and **firmly** shake their hand. After approaching their booth, introduce yourself with an elevator pitch. Speak slowly and clearly!

CREATING YOUR ELEVATOR PITCH

Who are you?

- Give your name, year, major(s), and minors(s)
 - *Ex: Hi, it's great to meet you, my name is _____. I'm a junior, majoring in Business Management, and my current career-related focus is Diversity, Equity, and Inclusion.*

What do you do?

- Tell the recruiter why you're a valuable candidate
- List work experience and extracurriculars that show your impact, skills and values.
 - *Ex: Last summer, I got my first internship doing Business Development for an insurance startup. My proudest accomplishment is that I created and managed their internship program, drafting the program roadmap and recruiting & mentoring a team of interns.*
 - *Ex: I am currently taking coursework in Accounting, and have gotten involved in our Accounting society this semester.*

What's your ask?

- Request information about positions at their company
- Request a way to keep in contact with the recruiter
 - *Ex: I'm currently seeking an internship in Human Resources or Business Development for this Summer. Can you tell me more about relevant positions at your organization?*
 - *Ex: I'm currently seeking a full-time FIN role after graduation in May. I saw that you all have Analyst Positions open - could you tell me more about this role?*

Practice!

- In front of the mirror, friends, or family!

WHAT'S AN ELEVATOR PITCH?

An elevator pitch is a quick 30-60 second summary of your accomplishments and experience. This is a brief way to introduce yourself to employers and show them your value. Don't be afraid to brag!