30 Second Introduction

You will be interacting with professionals who may be in a position to advance your careers. Resumes and cover letters are documents that represent you to employers and graduate schools, but you will also need to be able to give an oral presentation – a thirty-second introduction to you – when you interact with people. Having a prepared, fine-tuned, concise, self-introduction will aid you when answering interview questions, but it is equally powerful to share with family, friends, alumni, trustees, professionals, or the general public you may meet casually or formally. The more people who know you, the more potential you have to make connections that give you access to the hidden job market.

We're going to write a brief introduction now. To craft an introduction be sure to tell (a) who you are, (b) what your strengths/abilities are, and (c) what you want. Be straightforward, and be direct – ask for a reference if appropriate.

Here is an example with various possible endings:

I am a student at Saddleback studying Fashion Design. I work with several on campus groups devoted to managing multiple events and serve as a member of the Student Council. I'm interested in working with people and would like to align my organizational and leadership skills to…

Job – My experiences emphasize management skills and I utilize my analytical, organizational, and planning abilities in a variety of capacities. I plan to pursue a career in the film or entertainment industries.

Transfer School – I am interested in learning more about your Biology program.

Employer – I am applying for this internship to further develop my skills and prepare for the job market in the healthcare field.

Casual acquaintances – I am seeking an internship for this school year and looking for possible leads into the field.

Informational Interview – I know you've maintained a successful career as an actor while pursuing other avenues within the entertainment industry. May I treat you to coffee and ask you a few questions about how you've navigated the process?