**Here’s how to formulate your personal recruiter introduction:**

1. Take a **technical skill** that you’ve picked up in your studies.
2. Add an **essential skill\***, such as leadership, written or verbal communication, spoken language(s).
3. **Put them together**.

Simple introduction formula:

Hi, I’m (name), a (year) student, majoring in \_\_\_. I’m good at using (**technical skill**), along with (**essential skill**), which means I’d be a great addition to your team as (intern/co-op, or full-time) new hire.

Example:

***Hi, I’m XX, a second-year, majoring in mechanical engineering. I’m good at putting my knowledge of Matlab and CAD with proven leadership abilities I acquired while serving as a residential advisor (Peer Leader) for 20 first-year students, which means I’d be a great addition to your team as an intern.***

***Finish your intro with a question: What do you have for someone with my skills?***

When you put two skills together, you are showing a recruiter **what** makes you better/different/distinct from the person behind you in line. Use these hard facts in a simple, declarative sentence to show a company **how** to use you. (**Research\*\*** companies to know what they do.)

**\*Essential skills**: communication, organization, research methods, leadership, team leadership, team dynamics, writing, presenting, public speaking, spoken languages, time sensitivity, editing, instructions, lab protocols, self-directing, multi-tasking, customer service, innovative, project management

**\*\*Research sources about companies:** company website, Google, annual report of company, GT Library, multiple company databases

**Note:** Typically in your introduction, you will state your technical skills first, then the essential second, but not always. If you’re interested in consulting, policy, governmental, or management-level positions, you’ll need to reverse that order. For these positions, use the essential skill first, then the technical.