

How to Talk to a Recruiter

At the Career Exploration Expo, you could meet dozens of recruiters, all in one day, all in one place. If you're interested in a potential position with a company, here's how to get the conversation started...

1. Walk up to the employer's table or booth. Make eye contact with the recruiter. Smile. Say hello.
2. Offer your handshake and introduce yourself.
3. Deliver your 30 second elevator speech. Need help with this? Have your lab instructor schedule time with Mr. McIntyre to review.
 - Mention your occupation or the job you want...
 - Give your experience, skills, and accomplishments...
 - Explain what makes you a valuable potential hire...
4. Ask about the career opportunities at that company.
5. Answer the recruiter's questions and ask a few follow up questions of your own. There are questions on the Informational Interview sheet to get you thinking.
6. Tell the recruiter that you would like to apply for a position.
7. Offer the recruiter a copy of your resume. Need help with this? Have your lab instructor schedule time with Mr. McIntyre to review.
8. Ask how you can schedule an interview or what the next steps in the hiring process might be.
9. Ask for the recruiter's business card.
10. Thank the recruiter. Smile. Offer your handshake.

When you get home or back to your lab, send a thank you note or email. Need help with this?

Have your lab instructor schedule time with Mr. McIntyre to review.