

Professional Summaries

A professional summary or elevator pitch helps others know who you are, what stage you're in on the career journey, your skills and/or accomplishments, and what you're interested in or looking for. Use the example below as one way to start on yours!

Hi, I'm (state your name). I'm a (year in school) at Northwest University, studying (your major). My background is (professional experiences, jobs, or areas of interest) include (share your academic interests, problems you'd like to work on/solve, or types of industries you might consider working in) and I'm hoping to expand my experience by (say something about your interest in the role).

Interviews

BEFORE

- Prepare, prepare, prepare!
- Research the industry, company, and role:
What should an entry level person know for this industry?
- Prepare an answer to "Tell me about yourself."
- Know what is appropriate interview attire for this field
- What qualifies you for this role?
 - Assets and strengths
 - Liabilities and weaknesses
 - Education
 - Experience
 - Connections
 - Past internship
- Consider how you come across to people
- Practice answering common interview questions

DURING

- Greet everyone you meet with kindness and a smile
- Use the STAR Method to respond to questions:
 - Situation
 - Task
 - Action
 - Result
- Consider your response before you answer too quickly - a thoughtful answer is best
- Take a deep breath and, if necessary, squeeze your hands together under the table for 5 seconds and release to alleviate tension

AFTER

- Send a thank-you email
- Do an after-action review: what did you do well, what would you do improve, consider any adjustments to your job search approach
- Pray for a good outcome

How to answer "Tell me about yourself."

- **Present:** Talk a little bit about your current role (student or young professional), the scope of it, and perhaps a recent accomplishment.
- **Past:** Share how you got there and/or mention previous experience relevant to the job and company you're applying to.
- **Future:** Segue into what you're looking to do next and why you're interested in (and a great fit for) the role.