

IT Internship Fair 2021 Preparation Worksheet

Name: _____ Date: _____

The 2021 IT Internship Fair is almost here! To guide you in your preparation for the big event, the Association of Information Technology Professionals (AITP) and Association for Computing Machinery (ACM) have made this worksheet of templates and tips for you. **When you are done filling it out, rip off the last page and use it during the fair as a reference guide.** We hope that you can use this resource to go in with confidence, starting off your successful journey to securing an internship.

Creating Your Elevator Pitch

Creating a great elevator pitch is the first way to make a good impression on a potential employer. A successful elevator pitch consists of a short, 30 to 60 second introduction of yourself that expresses who you are, what you are looking for, and what skills you can provide a company.

Writing Tips:

1. Begin by introducing yourself. Give your first and last name and tell a little bit about yourself, such as where you go to school, your major, and what you are involved in on campus.
2. If you have IT job experience already, summarize what kind of work you did for your former employer/s. If not, express your interest in learning IT and how you wish to grow your experience, or summarize your past job experiences in relation to your personal development.
3. Portray where you would like to lead your future career. Outline your goals and values.
4. Make yourself stand out from the others. Show them what makes you unique, and express what YOU can do for THEM. Persuade them that you are the perfect candidate.

To start, below is an example template. Keep in mind that your elevator pitch should be original:

“Hello, I’m (name) _____ and I’m a _____ (year in school) studying _____ (major) and _____ (minor, if applicable). I am interested in pursuing work in the _____ industry/field and have been involved in _____ (extracurriculars, organization, volunteering). I also have experience with _____ industry/field through _____ (an internship, working a particular job, etc.) Through my participation in these activities/jobs, I have developed _____ (skills).”

Elevator Pitch Draft

When giving your pitch to a potential employer, it is important to:

- ## Creating Questions for Employers

While talking with potential employers, it is beneficial to the conversation for you to ask questions relating to their company. This will help you to gain a feel for the opportunities that they could provide you, as well as show the employer your interest in working for them.

Some topics to ask about could include:

- The work environment and company culture
- Growth opportunities offered at their company
- The company's goals and current projects
- What an internship position would look like at their company
- Their experience working at their company
- How you can stay in touch with the employer to schedule an interview
- **What the next steps are to securing an interview**

While talking with a potential employer and portraying yourself as a good, capable candidate, you should also be evaluating if the company would be a good fit for *you*. Engaging in questions with the employer allows them to present their company to you so that you can decide if you want to work in an environment such as theirs. It is important to keep in mind that the conversation should be a two-way street between both participants.

Your Question Ideas

[illegible]

Event Attendance Planner

Fill this page out before attending the Internship fair and refer to it during the event to help keep you on track!

Finalized Elevator Pitch:

Employers to Visit With:

1.

2.

3.

4.

Questions to Ask Employers:
