Be successful.

Introduce yourself.
• Give your name, class year & academic area of study.
• Offer a handshake and a smile. (see elevator speech tips)

Ask questions.
• Can you tell me more about your organization?
• Do you have any upcoming job or internship opportunities?
• What kinds of skills or experiences are you looking for?
• If I want to apply or learn more, what are the next steps?
• Could I get your business card and/or contact information?

Take notes.
• Make notes during/after a conversation with the name(s) of the people you met and the things you discussed.
• You don’t have to “hide” while making notes. Making notes shows that you’ve learned something important.

End the conversation.
• “This has been helpful. Thanks for being here today. It was nice meeting you.”
• Offer a handshake and walk away.
• If they have free stuff on the table, ask, “Would it be okay if I took one of these?”

Follow up.
• Send thank you email notes to select employers.
• Find and connect with companies/organizations and individuals on LinkedIn.
• Need to improve your profile? Stop by The Hub for help.
• If someone recommended that you do something, do it!
How do you want to be perceived and remembered?

If you want to make a good first impression, it’s important to pay attention to the messages you are sending as you introduce yourself. An elevator speech is a brief introduction including core skills, interest areas, and goals.

Elements of the Elevator Speech:

- I am… (Introduction of name, career field, major, school etc.)
- I have experience/ skills in … (Brief description of your experiences, skills, accomplishments, studies.)
- I am interested in/ would like to… (Your career interests, passions, aspirations, goals.)

**Example:** Hello. My name is Brenda. I am a senior studying Social Work at UVM and have a strong interest in advocacy and social justice. I have experience as a peer mentor and RA and have developed skills in conflict resolution and group facilitation. I’m interested in working with adolescents.

Bonus - add your knowledge of their organization:

- I’ve learned that your organization…. (Demonstration of your research about their organization.)

**Example:** I understand that your organization works with homeless and runaway youth in the Burlington area. I would like to learn more about your summer opportunities.

Do:

- Be prepared to talk about yourself anytime, anywhere. You never know who’s listening!
- Prepare different versions of your elevator speech for various situations
- Make your speech sincere and provide a glimpse into your personality
- Speak confidently and enthusiastically
- Maintain eye contact with the listener
- Practice!

Don’t:

- Use more words than necessary
- Use jargon, abbreviations, or acronyms
- Rush breathlessly through the speech or sound overly rehearsed

**When to use an Elevator Speech**

- Any time you want to Present Yourself Professionally!
- Career Fairs
- Networking Events and Receptions
- Interview Introductions
- Conferences
- Exchanging Business Cards
- Voicemail Messages
EMPLOYERS BY INDUSTRY & HIRING AREAS

**Audit Accounting**
- Aon – Captive Insurance (29)
- Bilodeau Wells & Co. (3)
- Crowe Horwath (4)
- Davis & Hodgdon Associates (5)
- Gallagher, Flynn, & Co. (18)
- Grippin Donlan Pinkham (15)
- Johnson Lambert & Co. (17)
- KPMG LLP (20)
- McSoley McCoy & Co. (23)
- Melanson Health (24)
- National Life Group (8)

**Corporate Finance**
- AYCO, a Goldman Sachs Company (1)
- National Life Group (20)
- Wiley-CPAexcel (27)

**Financial Accounting**
- Aon – Captive Insurance (29)
- Bilodeau Wells & Co (3)
- Davis & Hodgdon Associates (5)
- Grippin Donlan Pinkham (15)
- JMM & Associates (16)
- National Life Group (8)

**Financial Consulting**
- Davis & Hodgdon Associates (5)
- Harm & Harm Financial Consulting Group (6)
- Strategic Risk Solutions (10)

**Financial Management**
- Davis & Hodgdon Associates (5)
- Harm & Harm Financial Consulting Group (6)
- Maple Capital Management (22)
- National Life Group (8)
- Wiley-CPAexcel (27)

**Financial Planning**
- Davis & Hodgdon Associates (5)
- Edward Jones (13)
- Grippin Donlan Pinkham (15)
- Harm & Harm Financial Consulting Group (6)
- Maple Capital Management (22)
- National Life Group (8)

**Government/Non-Profit Accounting**
- Davis & Hodgdon Associates (5)
- Gallagher, Flynn & Co. (18)
- Johnson Lambert (17)
- LeverPoint Management (21)
- Wiley-CPAexcel (27)

**Hedge Funds**
- AYCO, a Goldman Sachs Company (1)
- LeverPoint Management (21)
- Wiley-CPAexcel (27)

**Insurance**
- Aon – Captive Insurance (29)
- Harm & Harm Financial Consulting Group (6)
- National Life Group (8)
- People’s United Bank (25)
- Strategic Risk Solutions (10)

**International Accounting**
- Bilodeau Wells & Co (3)
- Grippin Donlan Pinkham (15)

**Investment Banking**
- AYCO, a Goldman Sachs Company (1)
- Wiley-CPAexcel (27)

**Managerial Accounting**
- Davis & Hodgdon Associates (5)
- Grippin Donlan Pinkham (15)
- Johnson Lambert & Co. (17)

**Money Management**
- AYCO, a Goldman Sachs Company (1)
- Davis & Hodgdon Associates (5)
- Harm & Harm Financial Consulting Group (6)
- Grippin Donlan Pinkham (15)
- Johnson Lambert (17)
- Maple Capital Management (22)
- People’s United Bank (25)
- Yankee Farm Credit (28)

**Private Equity**
- LeverPoint Management (21)
- People’s United Bank (25)

**Public Accounting**
- AYCO, a Goldman Sachs Company (1)
- Crowe Horwath (4)
- Grippin Donlan Pinkham (15)
- Johnson Lambert (17)
- LeverPoint Management (21)
- McSoley McCoy & Co. (23)
- PwC (26)
- Wiley-CPAexcel (27)

**Real Estate**
- People’s United Bank (25)
- Wiley-CPAexcel (27)

**Tax Accounting**
- Bilodeau Wells & Co, P.C. (3)
- Crowe Horwath (4)
- Davis & Hodgdon Associates (5)
- Gallagher, Flynn & Co LLP (18)
- Grippin Donlan Pinkham (15)
- JMM & Associates (16)
- Johnson Lambert (17)
- KPMG LLP (20)
- PwC (26)
<table>
<thead>
<tr>
<th>Table #</th>
<th>Employer</th>
<th>Position Types</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AYCO, a Goldman Sachs Company</td>
<td>Full Time, Part Time, Intern</td>
<td>National &amp; International</td>
</tr>
<tr>
<td>2</td>
<td>Baystate Financial</td>
<td>Full Time</td>
<td>New England</td>
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<tr>
<td>3</td>
<td>Bilodeau Wells &amp; Company, P.C.</td>
<td>Full Time</td>
<td>New England</td>
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<tr>
<td>4</td>
<td>Crowe Horwath LLP</td>
<td>Full Time, Full time Intern</td>
<td>National &amp; International</td>
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<tr>
<td>5</td>
<td>Davis &amp; Hodgdon Associates</td>
<td>Full Time</td>
<td>New England</td>
</tr>
<tr>
<td>6</td>
<td>Harm &amp; Harm Financial Consulting Group</td>
<td>Part time Intern</td>
<td>New England</td>
</tr>
<tr>
<td>7</td>
<td>Liberty Mutual</td>
<td>Full Time &amp; Part Time</td>
<td>New England</td>
</tr>
<tr>
<td>8</td>
<td>National Life Group</td>
<td>Intern &amp; Full Time</td>
<td>New England</td>
</tr>
<tr>
<td>9</td>
<td>New England Federal Credit Union (NEFCU)</td>
<td>Full Time &amp; Part Time</td>
<td>New England</td>
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<tr>
<td>10</td>
<td>Strategic Risk Solutions</td>
<td>Full Time</td>
<td>National &amp; International</td>
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<td>UVM Macc Program</td>
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<td>Vermont Army National Guard</td>
<td>Part time</td>
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<td>Edward Jones Finance</td>
<td>Full Time Intern</td>
<td>New England</td>
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<tr>
<td>14</td>
<td>Fletcher/CSI</td>
<td>Full Time, Part Time, Intern</td>
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<tr>
<td>15</td>
<td>Grippin Donlan Pinkham</td>
<td>Intern &amp; Full Time</td>
<td>National</td>
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<td>17</td>
<td>Johnson Lambert</td>
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</tr>
<tr>
<td>18</td>
<td>Gallagher, Flynn, &amp; Company, LLP</td>
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<td>KPMG LLP</td>
<td>Full Time &amp; Part Time</td>
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<td>LeverPoint Management</td>
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<td>Wiley-CPAexcel</td>
<td>Campus Representative</td>
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<tr>
<td>28</td>
<td>Yankee Farm Credit</td>
<td>Full Time</td>
<td>New England</td>
</tr>
<tr>
<td>29</td>
<td>Aon-Captive Insurance</td>
<td>Full Time &amp; Part Time, Intern</td>
<td>National &amp; International</td>
</tr>
</tbody>
</table>
An interview that ends in a job offer is not the result of luck. Preparation is key! Preparing for an interview will help you present yourself in a relaxed manner and will reduce the chance of getting flustered by unexpected questions. Once your cover letter and resume have gotten you in the door, it’s up to you to let the employer know why you are the best person for the job.

Practice & Prepare

Use Big Interview (a free video interview-prep tool) to practice just about every question you’re likely to get in over 20 industries using your webcam and this system of on-demand mock interviews. http://go.uvm.edu/biginterview

Talk with a Career Counselor

For 10-15 minute conversations, drop by the Hub (Mon-Thu, 10-5 pm & Fri, 10-3pm. For longer conversations, call the Career Center for an appointment. Counselors can interview you with common questions, then offer you feedback. (i.e: a mock interview)

TIPS

Dress    More conservatively than normal.
Punctuality    Be early, not late.
Listen   Listen well so that you can answer well.
Talk    Be friendly to receptionists.
Participate in small talk before the interview.

Body language    Avoid nervous habits, make eye contact, smile.
Act interested    Take notes, ask questions.
Answer questions Respond directly or ask for clarification if you’re unsure.
Ask questions Prepare questions in advance. Bring notes if necessary.
Evaluate    Immediately after the interview, consider how you feel.
Send a thank you Send a formal email within 24 hours.

Remember: You are interviewing the employer or organization just as much as they are interviewing you. You want to make sure the employer or organization is a good fit for you too. Ask thoughtful questions that will help you know if this is a good fit.

Don’t miss out on a great job because you didn’t practice and prepare.
SEPTEMBER

Johnson Lambert LLP Recruiting Social
Wed. September 13, 5:30-7:30pm
One Lawson Lane, Burlington
RSVP for event in Handshake

Citi Sales & Trading Summer Internship
Fri. September 15 - deadline @ 12pm
Description & application process in Handshake
For more info: call UVM Career Center 656-3450

Wall Street 101 & 102
Fri. September 15, 9am-10:30am
Davis Center, Jost Foundation Room
Business Attire Required

Careers in Finance and Speed Networking
Fri. September 15, 10:30 – 1:30pm
Davis Center, Livak Ballroom
Business Attire Required

Crowe Horwath Open House
Mon. September 18, 5–7pm
40 Main St. Burlington, VT.
RSVP for event in Handshake

Grossman School of Business Resource Fair
Tue. September 19, 11am-2pm
Fleming Museum Green
Grossman students will have the opportunity to get connected to resources, clubs & organizations

NBT Bank Info Session
Wed. September 20, 12pm-1pm
Rosa Parks Place, 1st floor Davis Center
Learn about their Management Development Program

Senior Series: Marketing Yourself
Wed. September 20, 12pm-1pm
with Ben Bonaccio, Dealer.com
Career Center

Gallagher, Flynn & Company, LLP Info Session
Thu. September 28, 6pm-8pm
55 Community Drive, So. Burlington
RSVP: No later than Sep. 21st to jjeffrey@gfc.com

Grad School Fair
Thu. September 28, 2-5pm
Grand Maple Ballroom

OCTOBER

Duff & Phelps Recruiter Tabling
Tue. October 3, 11am-2pm
Davis Center Atrium

Law School Roundtable
Thu. October 12, 3pm-4:30pm
Career Center

Fall Career Fair
Tue. October 24, 1-5pm
Visit with 130 Vermont and national employers who want to recruit you!
Davis Center 4th Floor

NOVEMBER

Job Shadowing Application Deadline
Wed. November 1, 12pm
Spend a day shadowing an alum during winter break.
More info: go.uvm.edu/jobshadow

ALDI Pre-Interview Info Session
Thu. November 2, 6-7pm
Spruce Room, Davis Center 4th Floor

Senior Series: Ace the Job Search
Tue. November 7, 12pm-1pm
Career Center

Ice Cream & Internships
Wed. November 8, 1-4pm
Get the scoop: Talk w/ local experts about how to prepare & where to find internships.
Silver Maple Ballroom, Davis Center

All upcoming events and employer job postings can be found in: handshake
Take notes.
Besides making you look interested, they will remind you to follow up on things.

Job Shadowing
Spend a day shadowing a UVM alum during winter break.
Application deadline: November 1 @ noon
https://go.uvm.edu/jobshadow