



TIPS FOR GETTING THE ATTENTION OF RECRUITERS AND MAKING A **STRONG FIRST IMPRESSION**

PREPARE AHEAD

- Research companies you're interested in talking to before engaging a recruiter.
- Find at least one open job on a company's career page and identify qualifications that match to your strengths.
- Review company's website and identify specific attributes that appeal to your interests.
- Search LinkedIn and follow the company. See if you have any connections inside the company.
- Apply for a specific job of interest prior to talking with a recruiter if possible.

DELIVER PREPARED MESSAGE

- Confidently walk up to the recruiter, introduce yourself and let them know you're interested in their company because...

Example:

- "I'm interested in *[name of the company]* because I see you have *[name the specific job]* opening. I reviewed the job description and requirements, and I'm confident that...
- "I'm qualified for the role." Note why.
- Tell them why you're interested in *[name of the company]* by listing a few interesting facts you uncovered in your research: "I have a passion for *[xyz]*, and I see your company focuses in those areas. I was also pleased to see the community engagement detailed on your site."

GOOD QUESTIONS TO ASK RECRUITER

- Can you tell me more about the position and what team/customer it supports?
- Can you share a little on the culture at "Company"? Share what you found online before asking.

QUESTIONS TO AVOID DURING FIRST ENCOUNTER WITH RECRUITER

- What is the compensation for this role?
- Is remote work an option?

ASK FOR CONTACT AND NEXT STEPS

- I've applied online through your site. Will you please refer me to the recruiter on your team responsible for filling this role or these roles?
- May I get your card please?
- What can I do to ensure the recruiter and hiring manager are aware of my interest?

