Hello, my name is _______________________________________________________.
(your full name)

I am a __________________________ currently studying _____________________________
(Class Status) (major(s)/potential major(s) if undeclared)

_________________________ in the department of ____________________________
(minors, programs, etc.) (department/college/lab)

at _________________________________________________________________.
(name of college or university)

I am really interested in ____________________________________________________,
(think about courses, research, projects, organizations, industries, etc.)

_____________________________________, and also
(consider speaking about interests that are relevant to the person you are speaking with)

_______________________________________________________________.

In the past I have done ________________________________________________
(summarize your background and experience; things that were meaningful)

_______________________________________________, and

_______________________________________________.
(highlight skills, contributions and accomplishments)

Currently I am _______________________________________________________
(what are you involved in now?)

_______________________________________________________________.
(think about work, research, projects, volunteer and extracurricular activities, hobbies, internships, etc.)

I would like to learn more about _________________________________________
(what are your goals? What questions do you have? What would you like to explore next?)