**Conversation Post-Elevator Pitch:**

* Based on what I've told you about my interests and skills, can you think of any roles which I might be suited for in your organization?
* What do you love most about working with your organization?
* Where is your organization growing (or projected to grow) at this time?
* What areas of your organization offer the greatest opportunity in the coming years?
* What would you suggest that I do now to facilitate a transition into your industry?
* *Similar career path:* You mentioned that your first job after college was as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. How did you land that position?
* *Similar career path:* I'm intrigued by the work you did as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. What did it take to be successful at that initial job?
* *Similar career path:* What advice would you give to someone who is interested in your field?
* *Close:* What are the next steps to securing a position with your organization?
* *Close:* Because I am quite interested in working with your organization, would it be possible for us to meet soon for a more extensive interview?
* *Close:* Because I am quite interested in learning more about your work, would it be possible for us to meet soon for an informational interview?
* *Close:* I would love to connect with the person overseeing that department. Do you happen to have their contact information?
* *Close:* Since there doesn’t seem to be too many opportunities for my skill set at your organization, do you happen to know of any contacts in my area of interest?

**Nonverbal Communication Skills:**

* Introduce yourself with a smile and a firm handshake. Be sure that your palms are dry.
* Smile and express enthusiasm for meeting each guest that comes to your table.
* Avoid slouching. Stand straight for duration of the event to convey engagement.
* Display some animation with hands and facial expressions to project a dynamic presence. (But, in general, avoid talking with your hands excessively, which can appear unprofessional and unpolished.)
* Don’t have your phone visible during the event.
* Don’t eat during the event.
* Keep a warm (non-alcoholic) beverage handy for between conversations, but keep it out of sight when not in use.
* Keep your breath fresh as much as possible. Throat lozenges work well.
* Don’t interrupt your guest. If they are rambling, it is O.K. to find a moment of transition and steer the conversation to a different point.
* Avoid fidgeting and shaking of limbs.
* Establish frequent but not continuous or piercing eye contact with guests.
* Focus on the conversation.
* If more than one person from an organization is speaking with you simultaneously, shift eye contact to the various guests.
* Maintain open arms – folded arms can convey defensiveness.
* Modulate your vocal tone to express excitement and punctuate key points.
* Nod to demonstrate understanding.
* Observe the reaction of others to your statements.
* Read the nonverbal signals of others; provide clarification if they look confused, and wrap up if they have heard enough.
* Refrain from forced laughter in response to humor.
* Respect the amount of personal space preferred by your guests.
* Stay calm even when you’re nervous.
* Avoid monotone delivery.