



Delivering Your Professional Introduction

What to Know

“A first impression is when one person first encounters another person and forms a mental image of that person”. In a brief introduction, you should be able to sell your professional/personal qualities and describe the skills and services that you have to offer an employer.

What to Do

Choose a combination of the following components to create your introduction:

Greeting- include your first and your last name

Education- specific program and when you graduated or expect to graduate

Experience- related experience in the specific job you want-be sure to mention any co-ops/internships

Strengths- skills you possess that are related to the qualifications of the position you want

Accomplishments- things you have accomplished that emphasize your strengths

Professional Style- personal traits and characteristics that describe how you perform your job

Sample

Hello, my name is David Smith. I am a junior in the Business Management program at Wentworth Institute of Technology and I expect to graduate in August 2020. I have worked in H& R Block’s volunteer income tax assistance program for the past year and I gained countless experience serving clients with great confidence. I am very interested in a Tax Assistant co-op for fall 2019 at Jackson Hewitt. I have applied on your website and wondered if you can tell me more about your interviewing and hiring process?

Develop Your Introduction: *Have a plan of options to talk about instead of memorizing!*

Greeting:

Education:

Experience:

Strengths:

Accomplishments:

Professional Style:

View the video below for an example of how to introduce yourself. Use this introduction to answer the question “could you tell me about yourself” during an interview, at a career fair, networking event, conference or even in an elevator! Adjust the content according to your audience.

The Career Fair Introduction

<https://www.youtube.com/watch?v=tHrts1wvOWs&feature=youtu.be>