

SELF INTRODUCTION

Acing The First Impression



Lesson Objectives

- How to make a lasting impression in job interviews
- How to leave a positive impact on your potential employer

Why Are We Learning Communication & Soft Skills?

- Enhances Employability
- Improves Interpersonal Relationships
- Boosts Confidence
- Critical for Teamwork and Effective Leadership
- Aids in Conflict Resolution
- Strengthens Professionalism
- Key to Career Growth
- Essential for Networking

What is Self Introduction

An introduction, written or verbal, used in professional settings to introduce yourself as a candidate to key employer contacts or interviewers.

For a fresher:

A self introduction explains who you are, what you do and what others need to know about you

For a candidate with experience:

It outlines who you are, what you have done and connects your experiences and skills to what you want to do in the future.

Why is it important?

- It sets the tone and topical focus of a first meeting, such as at a career fair.
- It is often the response to a question at the start of nearly every interview.
- It gives an interviewer their first impression of you as a candidate.

The Art of Introduction

- Start strong
- Be concise
- Show enthusiasm
- Maintain eye contact
- Practice active listening

“Tell me about yourself”

- Introduce yourself
- Highlight your education
- Emphasize your skills
- Mention internships or projects
- Discuss your passion and motivation
- Maintain accuracy in language
- Connect your experiences to the role
- Showcase your willingness to learn and grow
- Demonstrate your alignment with the company
- Conclude with a positive note
- Practice and refine your answer

Example 1

Hi, I'm Rahul Sharma, a final year Computer Science student at XYZ University. I am from Patna, Bihar. I'm passionate about web development and have completed several projects using React and Node. I'm looking forward to applying my skills in a dynamic software development role.

Example 2

Hello, I'm Priya, currently pursuing my MBA with a specialization in Marketing. I've led a team project on digital marketing strategies that increased engagement by 30%. I'm keen to contribute my analytical and creative skills in a marketing role at a growth-focused company.

Example 3

Thank you for inviting me for this interview. My name is [Your Name], and I am thrilled to be here today to discuss my qualifications for the software developer position. My strong passion for programming and problem-solving led me to pursue a career as a software developer. I hold a B.Tech Degree in Computer Science from [University/Institution], where I developed the foundation in programming languages such as [mention relevant languages].

I have worked on several projects related to my field and I look forward to contributing my learnings to the company.

Example 4

Hello, Sir/Ma'am! I am [Name], the latest addition to the tribe of engineers. I may be a fresher, but I am filled with energy, ideas, and an insatiable curiosity to learn. My love for tinkering with machines and breaking them down to understand how they work brought me to this fascinating world of engineering. My love for tinkering with machines and breaking them down to understand how they work brought me to this fascinating world of engineering. I am always up for a good challenge, and also excited to apply my knowledge and skills to tackle real-world problems. I am not just looking for a job, but a community where I can grow and learn from the best.

I thank you for considering my application.

Importance of Body Language

- Be confident. When you walk in, walk upright and give your interviewer a firm (but not exaggerated) handshake.
- You must always be attentive to your interviewer.
- You must maintain eye contact with the interviewer at all times.
- Be clean and professionally dressed.
- Smell nice and subtle.
- Close on a positive, enthusiastic note which leads in to the next part
- Use formal tone of voice

Tips - Before an Interview

- Read the job description carefully and prepare yourself accordingly
- Examine the company's website
- Find more about the events and trends of current times
- Prepare for questions like “Why do you want to work with this organization?” OR “Why do you think you are a good fit for this role?”
- Inform the concerned person or at the reception of your arrival.

Tips - During the Interview

- A simple 'hello' can showcase your etiquette.
- Keep it brief and to the point.
- Give a customised self-introduction to align it with the job description
- Keep your content relevant
- Make mental notes throughout the interview

Don'ts

- Avoid bringing up the salary topic. Wait for the interviewer to discuss.
- Do not sit before the interviewer offers.
- Avoid downplaying your achievements or skills.
- Be confident in presenting your strengths.
- Don't present yourself with an air of superiority.
- Do not interrupt the interviewer.
- Avoid going off-topic.
- Never lie or exaggerate about your academic or professional achievements.
- Do not talk bad about former employers.

Past – Present – Future





THANK YOU