**How to introduce yourself:**

**In a conversation:**

A: I don’t believe we have met. I am Adam.

J: Hello Adam! You are right we have not met. I am James. I am new to the office. I joined just a week ago.

A: Alright! That makes sense. I work on the fourth floor. I am a Project Manager. I meet the whole office only during off-sites like this.

J: Yes, these off-sites are the only way for us to meet each other. By the way I am a Trainee Accountant.

A: oh! You just graduated then? This must be your first job?

J: Yes. Guilty! I graduated two months ago. I was recruited from campus and was in training at Chennai. They recently moved me here, but I am still under training.

A: So where did you do your graduation? I graduated from St. Joseph’s Commerce College here.

J: Small world I graduated from Joseph’s too. B.Com Batch of 2008!

A: Small world indeed!

**@INTERVIEW**

* Greeting
* State your name
* (place)
* Educational qualification
* Experience / internships
* Skills and language skills (demonstrate not state; ie through examples)
* Why you want to work for this organisation
* Conclude by thanking them for the opportunity