Introducing yourself to someone in a professional setting can be tricky, especially when facing an interview. Irrespective of your qualifications and experience, your way of self-introduction during an interview carries much weight when it comes to making a strong impression.

As soon as you enter the room, exchange pleasantries and introduce yourself by saying your name. Keep this introduction short and concise before you go into detail when the interview starts.

**Tips for self-introduction for interview**

Use these tricks to introduce yourself in various stages of the selection process:

**At the reception**

If it is an open interview, you will likely receive an invite along with a few other shortlisted candidates. So, they will be present on the big day, waiting in the reception area.

Walk up to the help desk confidently and speak to the front office executive. State your name and the purpose of the visit. For instance, “Good morning, I am Latha Deshmukh. I have an interview scheduled at 11:00 a.m. for the senior graphic designer position.”

More often than not, the HR personnel may consider its staff's opinion from other departments, like the coordinator. So, you must maintain a pleasant expression right from the time you enter the office premises.

**After checking in**

This stage is where the pre-assessing of a potential candidate begins. Someone from the recruiting team may meet you in the lobby and ask you to wait until your turn. Be courteous and greet them warmly.

Make sure to repeat their name so you will better remember the information you take in. If you have spoken before on the phone interview, say that it is nice to meet them personally. Based on the situation and available time, you may ask the person a few questions. Use this duration to relax and go through the notes you have previously prepared.

Before coming to the interview, researching the company and its objectives and values can help you prepare your answers. Employers like it when candidates make an effort to learn about their services, products, verticals and mission. These notes can help you relate your responses to the company.

**At the actual interview**

Greet the interviewer formally when they receive you and be confident while speaking. You are attending an in-person interview, which means you have made it through the shortlisting and telephone rounds. Hence, the recruiter has seen your resume, but they'd still expect you to describe yourself and share a bit about your accomplishments.

Some hiring managers want to know if you can take the lead if needed. So, they may not jump directly into asking you about your degree or work experience. Have an elevator pitch ready that covers the primary aspects of your career or academic qualifications.

A well-prepared short self-introduction for an interview will capture the attention of the hiring manager. It can pave the way for further questions about your background, hobbies and passions.

**What your self-introduction for interview should cover**

Let us break this section into the following parts:

**Your details**

Introduce yourself with your full name as it appears on your certificates. You can share some background information about where you were born and raised.

For instance, you can say, “I am Himadhar Mahajan, and I come from Mumbai. I was born in Bangalore but went to schools across the country as my dad is in the army. That is also the reason why I am fluent in four languages. I have recently moved to Pune for a 3-month internship and fell in love with the city.”

What to remember? Keep this section no more than three or four sentences because you will have to answer in-depth going further in the interview.

**Qualifications**

Although your academic details will appear on the resume, interviewers may like you to walk them through it. So, without stretching it out much, mention the main aspects, such as where you went to college and your final results. Besides, if there is something impressive, like a 98% percentile in Mathematics, make sure to bring it to their notice.

What to remember? If your job duties align with your post-degree certifications but are different from your major, you may have to explain. Expect a question framed “why should we hire you?” or “why do you think you are the right choice for the job?”

**Work experience**

Perhaps you have already listed every job you ever had on your resume. Instead of sharing the same things verbally, be succinct when you talk about your career graph. Your self-introduction for interview should include significant positions you held for a long time.

Give a few instances of how you handled challenging situations or dealt with tight deadlines. This is also a good opportunity to give relevant information about your future job responsibilities. For example, you can cite how your weather backup plan came in handy when you were an assistant event planner.

What to remember? Appear confident and let the interviewer know that you understand the job role inside out. Prepare the answers for top interview questions so that you can be ready for what they may ask next.

**Outside interests**

The whole purpose of a job interview is to assess whether you are suitable for the role. However, the person posing the questions doesn't always stick to technical aspects. They may want to know how you spend your time when not working. Sometimes, work can be quite tough, and it is good to have healthy outlets that can remove your stress.

For instance, taking up gardening, cooking or other hobbies shows that you have patience. If you are into sports practice or list adventurous activities like surfing as your interests, it indicates competitive spirit and risk-taking nature.

What to remember? While you can name any hobby or interest, it is better to avoid complicated issues, such as political or religious affiliations.

**Your values**

You can talk about your parents, siblings and how they helped you be the person you are today. One reason to do this is to give a glimpse of your well-rounded life and that you value your personal as well as professional life.

Say, you visit your grandparents often or volunteer at the local animal rescue shelter. It shows that you are compassionate.

What to remember? Keep it simple and be genuine. The key is to maintain eye contact all through your statements.

**Future plans**

If you are just beginning your career or have years of experience, it is important to reassure the recruiter that you are looking at the long-term. Talk about your career ambitions and the goals you wish to achieve in the next five years. Here, you can talk about what drives you and from where you get the needed motivation.

What to remember? Frame the sentences so that the interviewer can put together how your plans can help you in this particular role.

**How long should your self-introduction for interview last?**

There is no proven time limit that gets you the optimal results. Each candidate is different in approach and expression. However, since it is just the introduction, you need to keep it short.

Just like any other interview question, give out the necessary information without missing anything. On average, your introduction may last between 30 seconds to a minute. If you go over that duration, whoever is on the other side of the table may get distracted.

Practice each segment before going in, but try not to sound over-rehearsed. More importantly, use this brief statement to be a segue into the actual interview.

**Examples for introducing yourself in an interview**

Look at the samples for self-introduction for interview below to get an idea:

**Example 1: Fresher**

“Hi, I am Rishi Varma, a B. Com graduate from Dehradun. I have been living in Pune since I graduated from St. Charles Degree College, Dehradun, in 2020.

My father teaches Hindi at a government school, and my mother works for a private bank. I have a younger brother studying in the 10th standard who lives with my parents back home.

In the past few months, I have enrolled myself in business accounting and taxation courses and learnt software like Tally and QuickBooks. I believe that I gained real-world skills during my 6-month internship at XYZ company.

Other than my studies, I love tennis and chess, and I am an active member of the local drama club.”

**Example 2: Experienced**

“Hi, I am Manoj Dutta. I completed my B. Tech in Computer Science in 2003 at JNTU, Hyderabad. I have worked at ABC IT company for over ten years after getting placed there in my final year of college. As a team leader and project manager, I am well-versed in the stages of application development life cycle.

I currently oversee two teams in my new role at the organisation I joined in 2015. I like to think that my skills can be valuable for your company.

I make it a point to spend the weekends with my family and visit my parents who live down the block. Fitness is important to me, and I believe that working out at the company gym can cultivate strong camaraderie between colleagues.”