

Reading – Introduce yourself in a Job Interview

One of the most common interview questions is ‘tell me about yourself’, and this is basically asking you to give a brief self introduction. This is an important opportunity to make a strong positive first impression with the interviewer.

There is no single best approach to giving a self introduction but there are few guidelines to ensure you effectively prepare and deliver.

1. Make the self introduction brief and concise. Anything over 1.5min might be too long. Remember you are giving an introduction not your life story!
2. Include positive personal attributes and qualities (see below for examples) that help the interview understand what type of person you are. Remember to choose qualities that are relevant to the job position or requirements.
3. Include skills that you gained that are directly related to the job position or requirements. You should be able to support this claim by giving a brief description of one of your previous experiences or roles where you developed this/these particular skill(s). Remember to study the job description or advert carefully and include the skills mentioned.
4. Include reasons for applying for the company and/or the reasons you are suitable for the position. This can be at the beginning or the end of your self introduction.
5. Keep your self-introduction mainly work related and only mention aspects outside of work if you think they are particularly relevant to the position.

Remember ‘first impressions last’! You will most likely be asked to introduce yourself at the beginning of any job interview, so it is important to prepare and deliver an effective self introduction. You also need to be aware of using the appropriate verbal and non verbal communication. Go to Module 2 and review the lectures on [Verbal and Non Verbal Communication](#).

Examples of Positive Personal Characteristics or Qualities

active	committed	creative	rational
ambitious	reliable	assertive	confident
critical thinker	resourceful	detail-oriented	conscientious
leader	responsible	disciplined	dedicated
patient	approachable	enthusiastic	efficient
practical	trustworthy	problem-solver	presentable
pragmatic	versatile	proactive	initiative
diligent	team player	punctual	articulate
organised	approachable	self-motivated	analytical