SELF INTRODUCTION

Self-Introductions

First Impressions Count

'What does the interviewer need?'

1. Find the best person
2. Learn about your personality and technical ability.
3. Justify their decision to hire you, to someone higher!

Self-Introduction needs to

Show why you are here!
Briefly! (2-3 minutes).

What to show

1. Your skills
2. Your development
3. Your compatibility
4. Your vision
5. Your excitement

How to sell yourself

- **Use short focused statement**
  - interesting, short and relevant

- **Emphasize strengths and achievements**
  - show your personality

How to sell yourself

▶ **Sound confident**

▶ **Practice speaking:**
   experiment and vary your tone!

Personal and Education

- Do not include: marital status, children, etc.

- Include information such as: hometown or country and/or personal attributes.

- Education: either the latest obtained and/or major field if relevant to job objective.

"Tell me about yourself"

3 Steps:

1. Qualities
2. Experience
3. Reasons

"Tell me about yourself" – Step 1

3 Most important qualities for the job.

For example:

- The ability to communicate well with people
- The ability to set goals and stay on track
- The ability to handle rejection

"I am an extravert who interacts well with people. I like to set myself goals and keep them and I'm very persistent."

"Tell me about yourself" – Step 2

Your latest activities and achievements.

"I worked as an intern for ABC Consultants, and I helped design their web site. The feedback since has been extremely positive."

"Tell me about yourself" – Step 3

Why you want the job.
- Show knowledge. Be enthusiastic!

"I want to work in software sales because it is an area where I can use my ability to create solid long term relationships with clients. I want to work for your company in particular because you concentrate on antivirus software which is an area that is growing at the rate of 20% a year. That gives you a solid base from which to introduce new products like Viruskill. I'd like to be part of that."

Practice

▸ Make notes for your self-introduction. (5-10 mins.)

▸ In pairs, practise telling your partner about yourself and why you want the job.

Remember to vary your speed, your intonation, your volume. Be confident and keep the interviewer's interest. Support your introduction with examples.

THANK YOU