

HOW TO INTRODUCE YOURSELF IN A JOB INTERVIEW!



THIS IS WHAT I WILL COVER

- ✓ The **four things** you should include when you introduce yourself in a job interview.
- ✓ The **exact words and phrases** you should use!
- ✓ **Brilliant Example Job Interview Introductions**
(Management roles included!)
- ✓ **More training videos** for answering common job interview questions.

The 4 things you should include when you introduce yourself in a job interview.

#1 – The main workplace skills you have that are a match for the role.

#2 – What you have been doing over the years to improve your qualities and experience.

#3 – Why you want this job.

#4 – What you will do in the role once you start working there.

3 TIPS

#1 – Be *positive* and smile!

#2 – Sit upright in the interview chair
and **speak with confidence.**

#3 – Practice your introduction over
and over again.

Here's what to say based on the 4 things I want you to include within your introduction.

#1 – The main workplace skills you have that are a match for the role.

“I am a results-driven, innovative employee who is always looking to grow and thrive within my role. I am a strong team worker; an excellent communicator and I realize the only way your company will succeed, is if I carry out my duties to a high standard.”

#2 – What you have been doing over the years to improve your qualities and experience.

“Over the last few years I have built up extensive experience in different areas. For example, I have developed skills in customer and client service, working at pace, consistently achieving targets and working with stakeholders and contractors to complete challenging projects.”

#3 – Why you want this job.

“I want this job because having studied the job description, I already feel I have the necessary skills and experience to perform to a high standard. You are also an attractive company to work for and that means I will want to stay working here for a long period of time.”

#4 – What you will do in the role once you start working there.

“If you hire me, I promise you I will get up to speed quickly in the role, I will be a supportive team worker and I will always focus on helping you achieve your commercial and financial goals and objectives.”

SAMPLE INTRODUCTION (#1)

"I am a results-driven, innovative employee who is always looking to grow and thrive within my role. I am a strong team worker; an excellent communicator and I realize the only way your company will succeed, is if I carry out my duties to a high standard.

Over the last few years I have built up extensive experience in different areas. For example, I have developed skills in customer and client service, working at pace, consistently achieving targets and working with stakeholders and contractors to complete challenging projects.

I want this job because having studied the job description, I already feel I have the necessary skills and experience to perform to a high standard. You are also an attractive company to work for and that means I will want to stay working here for a long period of time.

If you hire me, I promise you I will get up to speed quickly in the role, I will be a supportive team worker and I will always focus on helping you achieve your commercial and financial goals and objectives."

SAMPLE INTRODUCTION (#2)

"I am a happy and positive person who enjoys working as part of a team where everyone is striving to achieve the same goal.

I am a hard-working, enthusiastic and self-motivated person who fully appreciates your business can only be successful if people like me do their job to a high standard.

I have taken the time to read and study the job description and the person specification, and I am entirely confident that I already have the skills and experience needed to excel in the position.

If you choose to hire me, I promise you I will not only work to the same high standards every day I come to work, but I will be honest, I will be loyal and I will always act as a positive role model for your company."

SAMPLE INTRODUCTION (#3) MANAGEMENT

"I am a confident, resilient and strategically-minded manager who enjoys the challenges of meeting difficult targets whilst helping the people I am responsible for achieve their full potential.

I prefer to work in a busy, fast-paced environment where all my skills, qualities and attributes are put to the test.

Being a highly-focused manager with a track record of achievement, I assure you everything I do will be focused on achieving your commercial goals and financial objectives.

I have researched your organization in detail, and I believe the experience I have is a perfect match for your company culture, your values and the mission statement.

If you hire me as your manager, I will work hard to ensure the faith you have showed by employing me, is paid back by way of impressive results year after year."