**What should an ideal introduction contain?**

* Shouldn’t be longer than 2 minutes
* Should generate interest in the interviewer towards your profile
* Should give a summary of your education+ work experience+ skills and projects + achievements
* If you are a fresher with no experience- expressing willingness to learn will increase your chances of getting shortlisted.

An ideal introduction has 3 components:

1. Past- Things you have accomplished already
2. Present- Things and skills you are working on currently
3. Future- Where you want to see yourself in the near future (5-year plans/ aim of career)

**FORMAT OF INTRODUCTION:**

1. Self- Introduction

* Name (Start with “as you already know”, if the interviewer has already called you by your name)
* Age
* Educational Background (Don’t dive onto details if you don’t have a BTech/CSE degree)- Course, institution, year of graduation, and why you decided to switch your field to IT (e.g.- since the industry is flourishing and has numerous prospects)

1. Recent Accomplishments

* Internships (Role, responsibilities, skills and technology, projects)
* Work Experience (if any)- why you decided to switch your field

1. Projects Worked on

* What was it about? Very brief introduction
* Skills and Technology used
* Learning (Technical)

1. Technologies you know/like working on (Only mention the ones you are very confident about)
2. Mention the number of problems/questions you have attempted on accio-portal/ leetcode, and what skills it has helped develop
3. If you have any certifications, please mention the same
4. Extra-curricular achievements/ activities/ hobbies/ justification of career gap/ short term plans

**TIPS AND TRICKS**

* DO NOT memorize your introduction. Practice different ways you can introduce yourself, change things up according to the job requirements.
* Try not to sound monotonous. Make the introduction conversational. Acknowledge the interviewer, use hand gestures, voice modulation and facial expressions to communicate and establish a good relationship with your interviewer.
* If you get stuck somewhere, just say “Pardon” and move on.
* Do not mention skills and experiences that you won’t be able to justify/ answer questions about. Only mention things you are confident about.