

# Delivering Your Professional Introduction

## What to Know

“A first impression is when one person first encounters another person and forms a mental image of that person”. In a brief introduction, you should be able to sell your professional/personal qualities and describe the skills and services that you have to offer an employer.

## What to Do

Choose a combination of the following components to create your introduction:

**Greeting**- include your first and your last name

**Education**- specific program and when you graduated or expect to graduate

**Experience**- related experience in the specific job you want-be sure to mention any co-ops/internships

**Strengths**- skills you possess that are related to the qualifications of the position you want

**Accomplishments**- things you have accomplished that emphasize your strengths

**Professional Style**- personal traits and characteristics that describe how you perform your job

## Sample

Hello, my name is David Smith. I am a junior in the Business Management program at Wentworth Institute of Technology and I expect to graduate in August 2020. I have worked in H& R Block's volunteer income tax assistance program for the past year and I gained countless experience serving clients with great confidence. I am very interested in a Tax Assistant co-op for fall 2019 at Jackson Hewitt. I have applied on your website and wondered if you can tell me more about your interviewing and hiring process?

**Develop Your Introduction:** *Have a plan of options to talk about instead of memorizing!*

**Greeting:**

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**Education:**

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**Experience:**

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**Strengths:**

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**Accomplishments:**

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**Professional Style:**

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View the video below for an example of how to introduce yourself. Use this introduction to answer the question “could you tell me about yourself” during an interview, at a career fair, networking event, conference or even in an elevator! Adjust the content according to your audience.

**The Career Fair Introduction**

<https://www.youtube.com/watch?v=tHrts1wvOWs&feature=youtu.be>