

Professional Introductions, Made Easy

What is a Professional Introduction?

- Also known as an elevator pitch or 1 minute me
- Can be the response to the question “Tell me about yourself”
- It’s an easy way to break the ice, and can ease you into the conversation
- It introduces you to the employer
- It highlights how your skills match with their position
- It conveys a more personal message than your resume

What You Need to Know

- Should be what the interviewer wants to know
- Don't take it personally
- Gain rapport
- Align with the position
- Always be honest

Craft Your Introduction

- Make a list of your strengths
- Compare strengths to job description
- Transition from personal to professional
- Share your expertise
- Build on your experiences
- Tie everything together with the future in mind

How to prepare

- Write it out
- Store it with your resumes
- Practice by yourself until you have it down pat, but not robot like
- Practice with a friend or family member (we're always available to assist)
- Re-word for each position so it is applicable

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