

Powerful introductions

Create a powerful introduction to use during professional networking opportunities and to respond to interview questions like “Tell me about yourself,” and “Why should we hire you?” It’s important to have a powerful introduction to connect with potential employers whether on the phone, email or in person. **Remember, this is a conversation starter, not a memorized speech** and should be used to help market your career competencies in a very short time. You may need to adjust this template depending on who you are speaking with.

Example:

Hello, my name is Jennifer and I’m interested in Human Resources. I have experience as an Executive Assistant at a local finance organization where I interviewed and onboarded new members. My strengths in communication, problem solving, and working as a team member come into plan on a daily basis working in food service. My on the job business training has supplemented my communication degree and attributed to my interest and growing knowledge in Human Resources. I’m looking for more information about what your organization looks for when hiring HR coordinators.

Hello, my name is: _____

I am interested in: _____

I have experience or coursework in: _____

My strengths are: _____

I am looking for information about opportunities in: _____

