DEVELOPING YOUR 60-SECOND INTRODUCTION

Your “introduction” is a brief monologue describing your professional skills and background.

Why develop a 60-Second Introduction?
- You come across more poised and confident simply by opening with your introduction.
- Your introduction makes the listener aware (in a brief amount of time) of your specific, unique and impressive attributes that you can bring to the position.

When should I use my 60-Second Introduction?
- At a JOB FAIR and INTERVIEW. Your introduction can help you answer questions such as “Tell me about yourself”, “What are your greatest strengths?”, and “What can you bring to this position?”
- In a COVER LETTER. Your introduction can highlight your background and key abilities.
- At PROFESSIONAL, SOCIAL, or ORGANIZATIONAL meetings. Use your introduction to introduce yourself and network with others.

Your Introduction Should:
- Use concise and clear language that is not over-detailed
- Sell your professional abilities and experience
- Use specific examples of your acquired skills
- State the kind of position that you are seeking, a current goal, or interest
- Emphasize your strengths and link them to the needs of the employer

General Script:
GREETING:
Hello, my name is ______________________________.

EXPERIENCE:
I am a (year in school) studying _________ at Westfield State University.

INTEREST/PASSION:
I am mainly interested in ____________________________________.

STRENGTHS:
My strengths include ____________, ____________, and__________.

EXAMPLE:
For example, I was able to ____________________________________.

ACCOMPLISHMENTS:
I have been recognized for ____________________________________.

GOAL:
I am looking to gain further experience in________________________.