

ME IN 30 SECONDS

Making A Good First Impression

When you are looking for a job, you need to be able to introduce yourself quickly and smoothly at the drop of a hat. The best way to do this well is to write the introduction down and practice it many times. The purpose of this introduction is to summarize your experience and skills in a nutshell and catch the employer's attention.

A good introduction includes these elements:

- Your Name
- The position you hope to fill
- What experience you have in related areas
- How much experience you have
- An overview of your skills (be as specific as you can)
- An overview of your positive personality traits that will make you a better candidate

Here are some examples:

EXAMPLE: My name is John Thompson. I'm interested in a position as an auto-mechanic. I have over 3 years experience, including one year in a full-time ASE training program. I am familiar with all hand tools and basic diagnostic equipment and can handle common auto repair tasks, such as tune-ups, brake jobs, exhaust systems, electronic systems and mechanical repairs. I have worked on both domestic and foreign models, new and older makes. I also work quickly, often completing jobs correctly in less than the standard time. I have the basic tools I need to start work immediately. I can work any shift and prefer full time. I am also honest, reliable and good with people.

EXAMPLE: My name is Robert Lamonica, and I am interested in your warehouse position. I have 6 years experience in both regular and refrigerated warehouses. I have driven all types of forklifts from stand-up to sit-down, gas and electric powered for almost 4 years. My other experience includes shipping and receiving, order pulling, order processing, stock control, packaging and labeling. I am computer literate and familiar with computerized inventory methods. I am a hard worker, very punctual, reliable, and learn quickly.

EXAMPLE: My name is Jane Smith, and I am interested in a data entry position. I have over 10 years experience in clerical and office administration work, with the last two years concentrating on data entry skills. I type over 50 words per minute with no errors and have been tested at 10,000 keystrokes per hour. I have working knowledge of several computer programs including Vista, Word, Access, Excel, and PowerPoint. I have excellent communications and customer service skills, and I'm very organized, detail oriented, and reliable. I am also a good problem solver.

Now try writing your own:
