***Self-Introduction – 60 Second Commercial***

***“Tell Me About Yourself”***

***This short verbal presentation should:***

* Be an advertisement
* Highlight your strengths and education
* Be tailored to each situation
* Demonstrate your enthusiasm, personal style, and judgment

***This introduction/commercial can market you effectively in a variety of situations such as:***

* Networking
* Job Fair Introductions
* Informational Interviewing
* Interview question – *Tell me about yourself*
* Social occasions

***Putting It All Together -***

* **Educational Background** – as it relates to the position
* **Skills, strengths**, and **past work experience** related to the position
* **Job focus, future career plans, enthusiasm for the position** for which you are applying

***Example***

***Educational background:*** I will be completing my associate degree in finance from Clark College in December. I believe my education has prepared me for the technical skills and expertise needed for a career in the finance industry.

***Skills, strengths, and related work experience:*** Through my work experience I have had the opportunity to polish my customer service skills. I have strong planning and documentation abilities and I am quite analytical by nature. I spent the last two quarters working as an intern for Hastings in their accounting and finance department where I was able to get experience in cost accounting, cash-flow analysis, budget development and I assisted in preparing client proposals.

***Job focus and future career plans:*** I believe I have the key traits for success in banking. I can juggle multiple tasks, and I have a positive attitude and excellent communications skills; I get along easily with a wide variety of people and personalities. The reason I am excited about this position is that my career goal is to work for a bank and eventually become a loan officer; this would be the first step in achieving my goal!

***How to Structure Your Self-Introduction***

What are the top two things you want the person to remember about you? When you have finished giving your pitch, they should clearly know what these top two things are.

***Education (as it relates to the position):***

Begin with your most recent education

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***Skills/Strengths/Related Work Experience:***

Do you excel in quality customer service, relationship building, sales excellence, product innovation; are there recurring themes? How does your experience provide value to the company?

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***Job Focus/Future Career Plans/Enthusiasm for the Position:***

Describe why the company is the right fit for you and how your goals match the position and/or the opportunities at this company.

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Once you have your personal pitch, practice it in front of the mirror. If possible, try to record yourself, and watch it in fast forward. You'll be amazed at your nervous habits!

**Provided by Clark College Career Services**

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