

SKILL SET 08

How to Introduce - Yourself in a Job Interview?



For a job interview there are some most important criteria to introduce you.

First, when you are entering in interview hall, **do not say "may I come in?"** Show respect to everyone. Say "Good morning sir/madam."

Self Introduction is a very important part of Interview. It is like marketing yourself for the validity of Job's purpose.

Introduce your name, and then **mention your** qualifications, your work experience, **your abilities** of leadership and handling stressful situations.

And ask also the name of whom you are talking to. Again after entering the hall look forward to your examiner and tell what is your purpose why you approach them - that you're applying for a job. If you **do not know the answer** to any question then say "Sir; I do not know". **Always show respect, and be "humble"**.

The most important part of an interview that is the way you (and the interviewer) **close an interview** is always based on the interview flow and the atmosphere created during the conversation.

I would suggest that you **don't put all your energy** on creating questions that could sound 'phony' questions.

As for closing an interview, try to select questions that are based on your sincere view about the said job.

Closing a job interview – **summing up**

Remember to shake hands and thank the interviewer for the



interview and the time you spent.
