

UNMUTE PRO

Confident Self-Introduction Guide

A simple structure for interviews and professional meetings

Use Present - Past - Future

Present: Who you are now.

Past: Relevant experience, education or achievements.

Future: What opportunity you are looking for.

Sample Structure

My name is...

I currently work/study as...

I have experience in...

My strengths include...

I am now looking for...

Avoid

Long family details

Reading your resume word for word

Speaking too fast

Memorising every sentence

Using unrelated information

Practice Checklist

Keep it between 60 and 90 seconds.

Use simple professional language.

Record yourself three times.

Improve clarity, not accent.

Finish with confidence.

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