

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.

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- Finish with confidence.