

Workbook | Create

Your Professional Introduction

This workbook will guide you through the essential elements of the perfect professional introduction. Use the space below to complete the sentences and develop your self-introduction, so you make a great first impression, build rapport* and lasting relationships in English.

***rapport (noun)**

a close and harmonious relationship that fosters cooperation, communication, or trust.

Here's who I am...

Start, by providing some professional context: (Your name, your job title, or your area of expertise):

My name is / I'm _____

I'm (a/the) _____ (job title)

at _____ (company/organisation).

I specialise in _____ (area of interest/expertise).

Here's where I come from...

Share some more information about your background and who you are as a person. What parts of your experience have helped you arrive to where you are in your career today?

But remember: Keep it relevant! The extra information you share depends on who you are talking to.... *What would interest them?*

I specialise in _____ (field of work/study) _____ and I was drawn to this through

my interest in _____.

I'm passionate about _____ (verb+ing) _____ because _____

I decided to study _____ (area of study) _____ because _____

Share a personal experience that connects you to your work/area of interest: _____

Study & Compare

Examples:

Let's take a closer look at how these three essential elements, present in the examples below:

- **Who I am**
- **Where I come from**
- **Where we are going together**

Tess

Hey, I'm Tess, I've just started working in the town planning department. I've been brought into the team to manage the foreshore redevelopment. I previously worked on the Elizabeth Quay redevelopment in Perth, so there are lots of similarities between the projects. I just thought I'd introduce myself because I'm sure we'll be working together!

This is an ideal introduction as you meet colleagues on your first day at a new job!

Phoebe

I'm Phoebe and I specialise in UX/UI design. When I was a kid, I used to love solving problems and creating fun experiences for my friends. I really believe that this passion led me to my current role; as a product designer at Slayon. Today, I'm looking forward to learning new leadership strategies and getting to know all of you better.

Great intro at a training day or networking event; introducing yourself to people outside your company.

Therese

Hi everyone, I'm Therese Parker. I'm a PhD student at Monash University, currently researching the prevalence of diabetes in indigenous populations. As an indigenous woman, this research is personal and I'm on a mission to elevate the lives of people in my community. Today I'm going to be presenting the results of my research, in the hope that public health policies in rural areas are reviewed.

When you're presenting to people you don't know & you want to demonstrate your expertise

Emma

Hi, I'm Emma. I'm the Founder of Hey Lady!, an English language community where we help women around the world develop confidence and fluency as English speakers. I struggled a lot with confidence and self-doubt when I was younger, so I'm passionate about helping more women to speak up, be heard and to influence people in their professional lives. I'm looking forward to sharing more helpful advice with you on our YouTube channel!

When you're presenting to people you don't know & you want to demonstrate your expertise