

Networking Introduction Template

A "template" or script outline for introducing yourself at networking meetings and during interviews when invited to "tell me about yourself."

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Networking and Interviewing Introduction Template

This text will be your introduction during your networking meetings. It can also be modified to use when introducing yourself in an interview. It often answers the question “Tell me about yourself”. It should be consistent with your branding – Resume Career Summary, LinkedIn profile and other channels.

My name is _____ **and I’m a(n)** _____.

(Name) (Accountant, Project Manager, Engineer, etc.)

Background

For the past _____ **years I’ve been in the role of** _____ **in the** _____.

(number) (Function) (Industry/Industries)

Actions

I am best known for _____.

(Describe one or two key strengths - team work, leadership, analytical)

Example: For the past ten years, I’ve been a Plant Manager in the widget-making industry. I am best known for my leadership skills and knowledge of operations, maintenance and safety.

Results

For example, with my previous company, I _____.

(Give examples with concrete results, numbers or percentages)

Example: For example, with my previous company, I

- *Reduced overall costs 25% by redesigning the production processes and not incurring additional capital costs.*
- *Saved \$4.3M annually by leading a waste reduction lean project.*
- *Reduced OSHA recordable accidents 75% by instilling a safety culture.*

Closing

My next step is to _____.

(Describe in specific terms, next steps on your career path and/or focus of your job search)

Example: My next step is to obtain a plant leadership position with another widget company in northeast Ohio.

Again – I’m _____ **. Thank you.**

(State your name again, so people remember you.)

SAMPLE

You will notice from this example that the template is only a guide. Like this sample, you will want to make the "script" flow naturally for your own circumstances.

Hi, my name is Jane Smith.

Background:

I'm a public accountant with more than 20 years of management in both the manufacturing and construction industries.

Actions:

I'm best known for helping organizations optimize the use of their resources, whether those resources are physical assets, money or people.

Results:

For example, I led several business turnarounds.

- The team that I led at a Fortune 500 company designed a methodology to meet customer needs 50% quicker, while reducing costs 40%.
- I also consulted with an entrepreneurial company and helped them solve many of their financing problems through and improved sales process. This new approach increased revenue by 20% and grew the client base more than 17%, when compared to the prior year.

Closing (2 Options):

When Networking:

- I'm currently seeking a senior level role in operations where I can contribute my organizational, financial and team-building skills.
- Who would you suggest that I speak with to learn more about business trends related to....?

When Interviewing:

- I see a great fit with what you are looking for and what I can contribute. I'm very excited about this opportunity. Thank you very much for inviting me to visit with you today.

A Note About "Reason for Leaving"

Adding your 'Reason for Leaving' statement to your introduction is NOT REQUIRED. It is a personal decision and one that may or may not suit the networking situation. If you are not comfortable with your reason for leaving or your former employer or you're still feeling unsettled about your transition, then it's perfectly acceptable to omit this information.

However, you will need to be ready and able to answer any questions about why you're no longer with your previous employer.