

## LOOKING FOR A JOB

# Introducing Yourself

**L**earn to introduce yourself. It could help you to get a job.

**I**n your job search you may need to introduce yourself. Doing this well will help you to get a job. One time to introduce yourself is when you ask for job applications.

### **B**efore you leave home

- Check your appearance - Bathe, shampoo your hair and dress neatly. You want to look ready for a job.
- Take along facts about your background, work experience and names of references. You will also need a pen to fill out applications.

### **A**t the employer's office

You may talk first to a secretary. If so, smile and say, "Hi! I am here to apply for a job. May I have an application?"

Most often you will be given an application to fill out. Be sure to fill it out neatly and completely.



Sometimes you will meet the boss. If so, smile and shake hands. You might say, "Hello, my name is \_\_\_\_\_. I am here to apply for a job." Be sure to make eye contact.

You might have an "instant" interview. The boss may look at your application and ask you questions. The boss may be ready to decide whether or not to hire you. The questions may be about your application. They may also be some of the common interview questions.

**H**ow would you answer these questions:

- can you tell me a little about yourself?
- why should I hire you?
- why do you want to work here?
- do you have any questions?

**Y**ou can be ready. Think about answers to such questions ahead of time. Learn to introduce yourself. It could help you to get a job. ■

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