Self-Introduction Essay

What is the objective of a self-introduction essay?

The objective of a self-introduction essay is to provide a short, concise introduction to others. A self-introduction essay can be useful for different reasons such as employment, graduate school, or professional activities. We will focus on the use of a self-introduction essay solely for the use of employment opportunities.

Employers may request a self introduction essay to provide a ‘summary’ of each candidate. This ‘summary’ is a short, concise introduction of the candidate for someone that knows nothing about the individual. The self-introduction essay can lead to the interview requesting an interview to further assess the qualifications of the candidate and if the candidate would be a good fit for the job description.

Once students have created their self-introduction essay, they can adapt it into a 1 minute speech that can be used during their job interview.
Self-Introduction Specifications and Suggestions

- Your essay should be short and concise.
- Be sure to review the job description and tailor your essay to fit the job description and the organization.
- Be sure to identify all of your experiences – you can then select what to include in your essay.
- Be sure to identify all of your expertise – you can then select what to include in your essay.
- Be sure to identify all of your excellence – you can then select what to include in your essay.
- Try to make your essay unique. How are you special? How are you different from the other candidates?
- Try to make your essay interesting to the reader.
Sections of a Self-Introduction Essay

In a self-introduction essay you have limited space to tell the reader about who you are. Due to the space limitation, you will want to include only information and facts that are relevant to the job description and organization. For the pursuit of employment, strive to cover three areas in your essay: your experience, your expertise, and your excellence. Be sure to review the job description for characteristics that would be suited for the position and the organization. From your experiences, give examples that could be adapted to the identified characteristics of the job description.

A. Your Experience

Your experience could include education, work, special training or life experience. The key is to identify what is needed for the job description and the organization. What do you have or possess that will compliment the position and the organization?

Example Experience 1:
I’ve been a systems manager at IBM for 6 years dealing with a variety of software platforms including Office and Linux. My duties at IBM have increased and now include managing a team of 12 employees. My bachelor’s degree is computer engineering and my master’s degree is computer design. I have a keen interest in computers and advanced computer technologies. I have volunteered for the past 4 years to teach computer skills to the elderly and children at the local community center. I have enjoyed showing others computer skills, and how to use the internet for information and communication.

Example Experience 2:
I graduated top of my class from Stanford University with a bachelor’s degree in marketing. I completed 3 marketing internships for Apple, Pacific REIT, and Cali Teas a local tea chain. While at Apple I worked on promoting Apple products in emerging markets in Asia. My experience at Pacific REIT required attending financial conventions to market our products to employers. Cali Teas wants to maintain their local market share against national coffee and tea retailers. At Cali Teas I engaged customer survey groups to gain insight into their preferences for beverages and stores. My marketing internships have prepared me for entry level marketing positions in the field.
B. Your Expertise.

Your expertise could be a description of your past achievements that are related to the identified characteristics for the position and organization. Keep in mind that the interviewer will interview other candidates, how are you unique compared to the other candidates.

Example Expertise 1:
The job description lists that candidates with HR and retention experience are encouraged to apply for the position. I have a strong record of retaining top quality employees and in fact, I reduced turnover by 15% in my position with IBM. I was recognized as leading the team with the lowest turnover at IBM for the past 4 years. I have innovative ideas as to how I can reduce turnover with your company as well.

Example Expertise 2:
The position with your company for an entry level marketing representative lists that candidates with varied marketing experiences are preferred. I have marketing experience with 3 different firms. I have prepared products for entering emerging markets in Asia, I have surveyed customer groups on products, and I have advertised investment opportunities with employers. I can draw on my marketing positions and create exciting marketing efforts with your company.
C. Your Excellence

The final part of your self-introduction essay is to describe your skills or traits that make you unique. Your skills and traits should match those needed for the position and organization.

**Example Excellence 1:**
I excel in the fast pace of the computer technology field and enjoy the challenge of leading and communicating to both technical and non-technical people.

**Example Excellence 2:**
I deliver quality marketing research data from interacting with suppliers, customers, and retailers. I was recognized as the Top Marketing Intern in emerging markets with Apple.

Now that you know the 3 areas to cover in your self-introduction essay you can begin creating your essay. Your self-introduction essay should be short, concise, interesting and unique. Two important questions to consider are: What do I want the interviewer to know about me? What makes me unique?