Name: Student No:

How to Make an Introduction

1. Summarize your professional standing

My name is Cindy Lin and I work as the front desk manager at the Marriott Hotel in Kaohsiung.

2. Elaborate on your experiences and achievements

I've worked in various hotels, departments, and even countries, but after a few years I have been promoted to my current position.

3. Conclude with a lead-in to the next part of the conversation

I'm originally from Taipei, but moved to Kaohsiung for the job. Since I'm new to the area I thought it would be a good idea to join a social event and get to know some likeminded people.

Note: normally conversations aren't so one sided, so remember to ask your new friend about themselves after each section. Find out their name, job, hobby, or even give them a sincere compliment. **Now it's your turn!**

Write your own self introduction that can be used for networking and practice with new friends.