



The Interview Invitation Toolkit

Worksheet 2 of 4 | Your Professional Introduction

Estimated time: 20-30 minutes

Help recruiters quickly understand who you are, what you bring and why they should keep reading.

Before you start remember your profile isn't your life story. It isn't your job description. And it certainly isn't somewhere to squeeze in every skill you've ever developed!

Think of it as your professional introduction.

If someone asked you, "So, tell me a little about yourself...", this is what you'd want them to know.

Let's build it one step at a time.

Step 1 - Who Are You?

Complete the sentence below.

Professionally, I am...

Examples

- An experienced Project Manager
- A customer-focused HR professional
- An organised Executive Assistant
- A commercially minded Operations Manager
- A compassionate Registered Nurse
- A practical Career Coach

Your turn:

Professionally, I am...

Step 2 - Your Experience

Now think about the experience that makes you credible.

Tick anything that applies, add your own at the bottom if appropriate, such as a particular industry.

☐ More than 10 years' experience

☐ 5-10 years' experience

☐ Less than 5 years

☐ Public sector

☐ Private sector

☐ Charity

☐ Founder/Start-up

☐ SME

☐ Corporate

☐ Leadership experience

☐ Project management

☐ Customer-facing

☐ Specialist expertise

☐

☐

☐

☐

☐

What experience would you like recruiters to know about?

Step 3 - What Are You Best Known For?

Imagine asking three colleagues, "What do I do really well?"

What might they say?

Write down anything that comes to mind.

Now choose your top three strengths.

1.

2.

3.

Step 4 - What Evidence Can You Give?

Rather than simply saying you're good at something...

Can you show it?

Complete the table.

Strength	Evidence
<i>Example: Leadership</i>	<i>Managed a team of 15 through a major organisational restructure.</i>

Remember, evidence doesn't always have to be numbers.

Think about:

- Projects
- Improvements
- Changes
- Problems solved
- Teams supported
- Customers helped
- Systems introduced

Step 5 - What Are You Looking For?

Complete whichever sentence feels most appropriate.

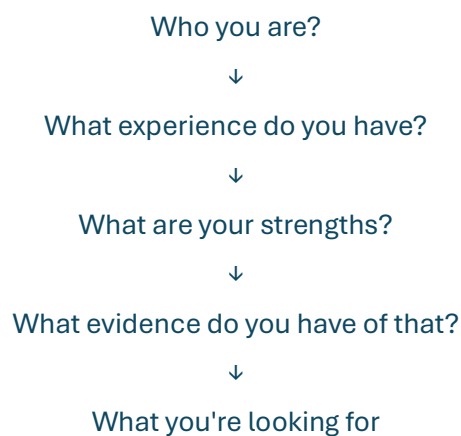
I'm now looking for a role where...

Or

I'd love the opportunity to...

Step 6 - Build Your Draft

Now bring everything together. Use this simple structure.



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Step 7 - Read It Like a Recruiter

Now read your profile aloud and ask yourself the following questions:

1. Can I clearly tell what I do?

- ☐ Yes
- ☐ Not yet

2. Does it sound like me?

- ☐ Yes
- ☐ Needs work

3. Have I included evidence?

- ☐ Yes
- ☐ Not yet

4. Would I want to keep reading?

- ☐ Definitely
- ☐ Maybe
- ☐ Probably not

Example of an Improved Professional Introduction

Before

"I am a hardworking and reliable administrator with excellent communication skills looking for a new challenge."

After

"Experienced Office Administrator with over eight years' experience supporting busy teams in fast-paced environments. Known for improving processes, building positive working relationships and keeping complex workloads organised. Now looking for an opportunity where I can continue making a positive contribution within a collaborative team."

Ella's Coaching Corner

Many people find writing about themselves surprisingly difficult. Not because they aren't capable, but because they're so close to their own experience that they don't always recognise just how much they have to offer.

If you've found yourself thinking, "I haven't really achieved much", or, "I'm not very good at talking about myself", please don't worry. You're definitely not alone and your first draft doesn't need to be perfect.

It simply needs to be honest. You'll almost certainly improve it as you continue working through this toolkit.

Next Step

Now that you've created a stronger introduction, it's time to look at the part of your CV that often has the biggest impact.

Your achievements (and not just key ones).

In Video 3 we'll explore how to move beyond listing responsibilities and start demonstrating the value you've brought throughout your career.

Ready for the Next Step?

I hope you've found this worksheet helpful.

Remember, you don't have to do everything in one sitting. Small improvements soon add up.

If, at any point, you'd like more personalised support, I'd love to help.

Whether that's:

- A personalised CV Review
- Professional CV Writing
- Job Application Support
- Interview Coaching
- Career Clarity Coaching
- My signature Your Next Chapter coaching programme

...I'm here whenever you're ready.

Visit: www.ellacoaching.co.uk

To explore the different ways we can work together.

Good luck with your next application!

Ella. 