**![C:\Users\Bill Dixon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\NHSECK7H\MC900023482[1].wmf]()![C:\Users\Bill Dixon\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\QK84YKNS\MC900196386[1].wmf]()How To Introduce Yourself - 5 Simple Steps**

First impressions can play a major role in how an employer or co-worker perceives you. What you say during the first phase of the introduction may make a big difference in the outcome - in a good way or in a bad way.

In fact, many hiring managers may make a decision to reject a candidate based on what they didn't do when they first met them. That's why it's important to pay attention to interview manners and to carefully think through how you will introduce yourself when meeting someone for the first time.

Making a bad first impression can require dozens of positive interactions to change the way someone thinks about you. If this is an interview situation, you will have no hope of landing the job. So follow these steps to get things started on the right foot:

1. SMILE
	1. You want the other person to feel as if you are genuinely pleased to meet them.
	2. Smile with your eyes. (Crows feet appear during authentic smiles)
	3. Don’t go from sneer to smile when they approach. You should be exhibiting positivity before they acknowledge you.
2. STAND
	1. Always stand for an introduction.
	2. Even if you are seated, stand up for the introduction, then sit back down when they do.
	3. You appear more energetic and "ready for action" if you actively initiate the introduction.
	4. Make sure you are “squared up” with the person you are meeting. This gives the impression that all of your attention is directed toward them.
3. EYE CONTACT
	1. This gives the appearance of self-confidence, trust and accountability.
	2. Failure to make eye contact can make you appear unconfident, sneaky or uninterested.
	3. Look directly into their eyes, with your chin held level.
4. HANDSHAKE
	1. Hold out your right hand as a sign of professional courtesy and greeting.
	2. Apply firm (equal to other person), but not bone-breaking pressure with the hand shake.
	3. Don't shake their fingers.
	4. A hand shake should be "web to web" with both parties participating equally.
	5. No "dead fish" handshakes.
	6. If you are prone to sweating palms due to nervousness, wash and dry your hand prior to the meeting, if possible. If not feasible, use a tissue or hander kerchief to dry off your hands ahead of time.
5. INTRODUCTION
	1. Introductions are made during the handshake.
	2. Use a complete sentence and avoid slang or jargon.
	3. If you haven’t been introduced or greeted by name, say:
		1. “William Dixon..It’s nice to meet you.” Or
		2. “William Dixon.. It’s a pleasure to meet you.”
	4. If they mention your name as they greet you, simple say:
		1. “Nice to meet you.” Or
		2. “Hello. Thanks for this opportunity.”