

**PROMPT WO-010**

Introduce Yourself Professionally

Purpose

Use this prompt to write a professional introduction for emails, networking events, meetings, job applications, business partnerships, or new client relationships. It helps you make a confident first impression while clearly explaining who you are and why you're getting in touch.

DIFFICULTY
 **Beginner**

TIME SAVED
 **10–15 min**

BEST FOR
Networking



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced business communication specialist.

Write a professional introduction using the information below.

Your Name:

[Insert your name]

Job Title or Role:

[Insert your role]

Company (if applicable):

[Insert company]

Reason for the introduction:

[Explain why you are introducing yourself]

Relevant experience or background:



[Insert relevant experience]

Goal:

[Explain what you hope to achieve]

Tone:

Professional, friendly, confident and approachable.

Please:

- Write a professional subject line if the introduction is for an email.
- Begin with a polite greeting.
- Introduce yourself clearly.
- Briefly explain your background or experience.
- Explain why you are making contact.
- End with a positive call to action where appropriate.
- Finish with a professional closing.

Return only the completed introduction.



Example

INPUT

Your Name: Amy Smith

Role: Customer Service Manager

Company: ABC Logistics

Reason: Introducing myself as the new account manager.

Experience: 15 years in customer service and logistics.

Goal: Build a strong working relationship.

Tone: Friendly and professional.

EXPECTED OUTPUT

Subject: Introduction – Your New Account Manager

Dear Mr Johnson,

I hope you're doing well.

My name is Amy Smith, and I'm pleased to introduce myself as your new Account Manager at ABC Logistics.



I have over 15 years of experience in customer service and logistics, and I'm committed to providing reliable support and building strong working relationships with our customers.

I'm looking forward to working with you and supporting your business. If you have any questions or require assistance, please don't hesitate to get in touch.

I look forward to speaking with you soon.

Kind regards,
Amy Smith

 **Builder's Tip:** *A strong introduction focuses on how you can help the other person, not just your job title. Keep it concise, positive, and relevant to the reason you're making contact.*

Related Prompts

- WO-001 – Write a Professional Email
- WO-004 – Write a Professional Follow-Up Email
- WO-005 – Request Information Professionally
- WO-009 – Thank a Customer or Colleague

Tags

INTRODUCTION

NETWORKING

EMAIL

BUSINESS

WORKPLACE