

TOOL 03

Introduction Scripts

Your 30-second introduction, the "less information" rule, and kind answers to personal questions.

Inside

The 30-second formula · Five ready introductions

What to share now, and what to keep for later

Kind, short answers to personal questions · Your first email to key contacts · Remembering names

Less information is better

The hardest part of a new job is often not the work. It is meeting twenty new people in two days and knowing what to say to each one.

The 30-second formula

- 1 **Your name.** Say it clearly, and slowly enough to be remembered.
- 2 **Your role.** "I'm the new executive assistant" or "I've joined as the team's administrator."
- 3 **Who you support.** "I'm supporting [boss's name]." This tells people why they will need you.
- 4 **One neutral line, if it fits.** Where you worked before (one sentence), or one hobby.
- 5 **A warm close.** "I'm looking forward to working with you." Then stop, and listen.

WHY IT WORKS

Etiquette and career guides (The Muse, The Polite Society, Indeed) agree that oversharing early can come across as unprofessional, and that new employees are wise to keep to neutral topics until they have observed how much others share. Saying less is not cold. It is careful.

FROM 26 YEARS AT THE DESK

Introductions were always the hardest part for me. My rule was simple: less information is better. In a new place you do not know yet who is close to whom, what is sensitive, or how a story might be repeated. A short, warm introduction never offended anyone.

Say it once out loud tonight

Change the words so they sound like you. Keep the length.

TO YOUR BOSS'S SENIOR COLLEAGUES

SAY THIS

Good morning, I'm [Name]. I've just joined as [boss's name]'s executive assistant. I'll be looking after [his/her/their] calendar and meetings, so please don't hesitate to come to me. It's very nice to meet you.

AT A TEAM MEETING

SAY THIS

Hi everyone, I'm [Name]. I started this week as [job title], supporting [boss's name]. Before this I worked in [sector or type of office]. I'm still learning how everything works here, so thank you in advance for your patience. I'm looking forward to working with you all.

TO A COWORKER IN PASSING

SAY THIS

Hi, I'm [Name], the new [job title] for [boss's name]. Nice to meet you. Which team are you in?

TO ANOTHER ASSISTANT

SAY THIS

Hi, I'm [Name]. I've just started supporting [boss's name]. I'd love to learn how things work here from someone who knows. Could I buy you a coffee one day this week?

ON THE PHONE, THE FIRST TIME

SAY THIS

Hello, this is [Name]. I've just joined as [boss's name]'s assistant, so you'll be hearing from me for [his/her/their] meetings and calls. I wanted to introduce myself.

CALM MOMENT

If your mind goes blank, you only need two things: your name and your role. "Hi, I'm [Name], the new assistant for [boss]." That is enough.

Share now, keep for later

This is not about hiding who you are. It is about letting trust grow first.

SHARE IN YOUR FIRST WEEKS	KEEP FOR LATER, OR FOR CLOSE FRIENDS ONLY
Your name and role	Details about your partner, children or family life
Who you support	Your age, your salary, your benefits
One neutral line about your past job	Why you left your last job (beyond one positive sentence)
One hobby, or where you grew up	Health matters and personal worries
That you are happy to be there	Opinions on politics or religion
That you are still learning	Complaints, about anything or anyone
Your willingness to help	Stories about other people, at work or outside it

FROM 26 YEARS AT THE DESK

When someone shared gossip with me in my first weeks, I listened politely, said nothing, and changed the subject. People noticed that what they told me stayed with me. That is how I became the person they trusted with real information.

THE "ONE LINE, THEN BACK TO WORK" RULE

If someone asks about your life, answer with one friendly line, then ask them a question about work. You stay warm, and the conversation moves to safe ground.

When people ask personal questions

People usually ask out of friendliness. Answer warmly, briefly, then move on.

WHEN SOMEONE ASKS	YOU CAN SAY
"So, are you married? Do you have kids?"	"That's a story for another coffee! How long have you been on this team?"
"How old are you?"	"Old enough to love a good calendar." (smile) "What about the team, have most people been here a while?"
"Why did you leave your last job?"	"I was ready for a new challenge, and this role was a great fit."
"What are they paying you?"	"I keep that between me and HR, but I'm really happy to be here."
"What do you think of [boss or colleague]?"	"I'm still getting to know everyone. So far everyone's been really helpful."
"Did you hear what happened with [person]?"	"I'm too new to have an opinion. Could I ask you about [work topic]?"
"Where are you from?"	One neutral line: "I grew up in [place], and I've lived in a few countries. What about you?"
"What do you think about [politics or religion]?"	"I keep that for home. But I'm always happy to talk about good food!"

CALM MOMENT

You never owe a coworker personal information. A friendly, short answer is always enough, and nobody will remember it as rude.

Introduce yourself to key contacts

Send this in week one to the people you will work with most: other assistants, your boss's direct reports, reception and facilities. Ask your boss first if they would like to be copied.

TEMPLATE

Subject: Introducing myself: [Name], new assistant to [boss's name]

Dear [Name],

I've just joined [company] as [job title], supporting [boss's name]. I'll be looking after [his/her/their] calendar, meetings and correspondence, so you'll be hearing from me.

If you usually work with [boss's name]'s office on anything regular, I'd be grateful if you could let me know, so I can make sure nothing is missed during my first weeks.

I look forward to working with you.

Kind regards,

[Name]

[Job title] to [boss's name]

[Phone] · [Email]

Remembering names

- 1 **Repeat it** when you hear it: "Nice to meet you, Daniel."
- 2 **Write it down** within the hour, with one detail: "Daniel, Finance, sits by the window, approves expenses."
- 3 **Use it once** again the same day: "Thanks, Daniel."
- 4 **Add it** to your Who's Who Map on Friday.

WHEN YOU FORGET A NAME

I'm so sorry, I've met so many people this week. Could you remind me of your name?

Before you go, can I check I have your name right? I want to add you to my contact list.