

BUILD YOUR ELEVATOR SPEECH

TELL ABOUT YOURSELF

- 1. Create an opening statement or question that grabs attention—it should be a hook that prompts your listener to ask questions.
- 2. Describe your top strengths/skills and your major, minor, concentration, etc.
- 3. Share your past experience (work, internship, volunteer, leadership) with enthusiasm.

TELL WHAT YOU OFFER

- 4. Tell what problems you have solved or contributions you have made in past positions.
- 5. Offer a vivid example.
- 6. Tell why you are interested in your listener.

TELL WHAT BENEFITS YOU BRING

- 7. Tell what very special service, product or solutions you can offer him or her.
- 8. What are the advantages of hiring you? How do you stand out among your peers?

HOW DO YOU DO IT

9. Give a concrete example or tell a short story, show your uniqueness and provide illustrations on how you work.

CALL FOR ACTION

10. Share what you want to happen next. Do you want a business card, an interview, instructions on how to apply for a position, etc.?



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Write out your "Elevator Speech" below. Remember, it is only 30-60 seconds long. The plan is to...

- Introduce yourself, making eye contact with a smile.
- Offer a firm hand shake and a resume.
- Tell what sort of employment you seek.
- Summarize your relevant education, experience and skills.
- $-\,$ Close by reiterating your interest and asking questions.
- Thank the recruiter, ask for business card and leave.

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