



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.

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