



Elevator Speech

What is an Elevator Speech?

An elevator speech is a clear, brief message about you. Consider it a commercial or ad. It communicates who you are, your strengths and experiences, and where you hope to be in the future. It is typically about 30 seconds to 1 minute, the time it takes to ride in an elevator.

The reason it is called an elevator speech is that you should be ready to share it with anyone, anytime, anywhere, even in an elevator.

Stay positive, confident, and self-assured!

When to use your Elevator Speech

- When introducing yourself at a career fair or networking event
- During an interview as a response to the question "Tell us a little bit about yourself."
- When you meet an interesting person that you may want to work with, now or in the future.
- In an elevator ☺
- **Stay positive, confident, and self-assured!**

What to include in your Elevator Speech

1. EXPERIENCE
 - Tell what you do and have done.
2. SKILLS & TRAITS
 - Share your greatest strengths, skills and traits.
3. EXAMPLE
 - Give a concrete example or tell a story.
4. GOAL
 - Tell what you would like to be doing in the immediate and distant future
5. CALL FOR ACTION
 - Request their business card, an informational interview, a referral, or a meeting.
6. **STAY POSITIVE, CONFIDENT, AND SELF-ASSURED!**

Tips for your Elevator Speech

1. Write it down
2. Memorize the key points
3. Practice it out loud
4. Practice it in front of the mirror
5. Practice for a friend
6. Get comfortable so that you can share it naturally when the time comes
7. Keep it to 30-60 seconds only!
8. **Stay positive, confident, and self-assured!**

Elevator Speech Example

"Hi! My name is _____. I am currently a sophomore attending XYZ University in City, State. In college, I am majoring in _____, specifically in the area of _____. This summer I did an internship with ABC Corporation and I plan to work in my college's _____ when I return to school this fall. Ever since I can remember I have always had an interest in _____ and I feel certain that this is something I want to do in my future career. Next summer, I'm hoping to get another internship learning more about how _____ industry operates. I also want a career working with people because I enjoy helping others and I had a blast this year preparing a presentation as a team with a group of other students for my _____ class. Do you have any recommendations of next steps for me to build towards a career in _____?"

"Hello, my name is Sara Ellis, and I am a senior Communication Arts student at Benedictine University Mesa. I'm looking for a position that will allow me to use my creativity and marketing skills. Over the past few years, I've been honing these skills through my work with a local company that contracts marketing campaigns for other organizations in all different industries. Eventually, I'd like to develop the marketing strategies and public relations campaigns for small start-ups. I read that your organization is involved in launching local businesses. Can you tell me how someone with my experience may fit into your organization?"

"Nice to meet you, I'm Matt. I'm currently a senior studying Computer Science. I hope to become a computer programmer when I graduate. I've had a couple of internships where I worked on several program applications with a project team. I enjoy developing computer applications for simple business solutions. The position you have listed on your website seems like it would be a perfect fit for someone with my skills. I'd like to hear more about the type of project teams in your organization.

Write Your Own Elevator Speech

1. EXPERIENCE: What is your relevant education & experience? May include: education & training, current and previous work experience, internships, volunteer experience, extra-curricular activities, class projects, personal projects, etc.

Write your own...

2. SKILLS & TRAITS: What are your relevant & unique strengths, skills, and traits? May include: technical, interpersonal, critical thinking, teamwork, communication, leadership, planning & organization, motivation, etc.

Write your own...

3. EXAMPLE: What is a relevant example of how you have shown these skills/traits? May include: planning an event, organizing a drive, coordinating a new filing system, leading a team to victory, exceeding a sales goal, bring together a group for a common cause, presenting research to a group, getting a new idea or initiative approved, or something else.

Write your own...

4. GOAL: What would you like to be doing in the immediate and distant future, as is relevant to the position? Use of relevant experience & skills in the position. Growing experience and skills in the position and company.

Write your own...

5. CALL FOR ACTION: Request their business card, an informational interview, a referral, or a meeting.

Write your own.

6. PUT IT ALL TOGETHER

Write your own...