

Name: _____

30 Second Elevator Pitch

ACTIVITY DIRECTIONS

1. Complete the worksheet on Evaluating Your Work Habits and Interpersonal Skills.
2. Read & Complete the following packet on Developing 30 Second Elevator Pitches.
3. Practice Your 30 Second Elevator Pitch with someone you know.
4. Record Your 30 Second Elevator Pitch.
5. Submit packet and video to UB Staff.

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UPWARD BOUND To Earn A College Degree In YOUR Family!





Evaluating Your Work Habits and Interpersonal Skills

Directions

Evaluate your "in school" work habits and interpersonal skills. Read each statement below. Rank your skill level on a scale of 1 to 10 (10= highest, 1= lowest). Circle the number to show your ranking.

1. **I am a dependable worker.** I get homework done and turn it in on time. I try to do a good job with my assignments. If teachers ask me to do something, I'll get it done.

10 9 8 7 6 5 4 3 2 1

2. **I am punctual.** I get to school on time and am hardly ever tardy. I am not absent very often.

10 9 8 7 6 5 4 3 2 1

3. **I get along well with others.** I don't make fun of other people. I do not judge people by their race, ethnic group, or religion. I don't spread gossip. I don't get into arguments or fights. I try to be friendly to everyone. I show respect to my teachers.

10 9 8 7 6 5 4 3 2 1

4. **I am a productive worker.** I use my study time wisely. I get my work done without wasting time.

10 9 8 7 6 5 4 3 2 1

5. **I am responsible.** I always have the supplies I need, like pencils and paper, to do my work. I remember to write down my assignments and take home the books I need. I take good care of my school books and don't lose them.

10 9 8 7 6 5 4 3 2 1

6. **I work well without supervision.** If the teacher is out of the room or busy with another student, I still do my work. I don't take advantage of the teacher and goof around when I should be working.

10 9 8 7 6 5 4 3 2 1

7. **I have a positive attitude toward my school work.** I don't always complain and say I hate school. I try to do my best even if the work is hard for me. If I'm having trouble with a subject, I ask for help.

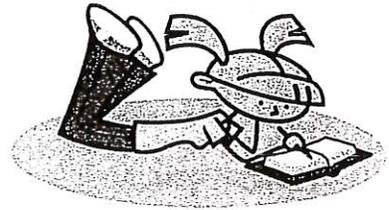
10 9 8 7 6 5 4 3 2 1

8. **I show initiative.** I do my work and accept tasks without having to be told again and again to get busy. I try to plan ahead and make sure I have enough time to study for tests and finish assignments. I offer helpful suggestions.

10 9 8 7 6 5 4 3 2 1

Scoring Your Test:

Add all the numbers you circled to get your total points. Write your total on the line below. Use your total to find your overall work habits and interpersonal skills rating.



Your Total Score:

Your Rating:

80-73 = Excellent

72-65 = Good

64-49 = Average

48 and below = Poor

**Which work habit or interpersonal skill is your strongest?

**Which work habit or interpersonal skill is your weakest? How can you improve the work habit or interpersonal skill?

Develop a 30-Second Elevator Pitch

Reference: "30-Second Elevator Pitch": Breakdown

An elevator speech includes five parts-

1. Who you are and the type of work you are looking for – Depending on your audience, explain what your positioning is in your industry so the listener is clear on what you are looking for

2. The Strengths You Want to Promote – This is where you tell listeners what you do. You can do this by describing 1 or 2 top skills you have that are sought for the targeted position, and an example of an achievement.

A success story often works extremely well here because stories are easier to remember, easier to say and can quickly capture attention. In the short story include the skills and value you use and will bring to a new employer such as an achievement that you can quickly convey.

3. Action Step – If the situation calls for an action step offer a business card, ask for one and if you can call them soon, ask if they know of someone they could talk with or a company that could use your experience. It is bold but can be very effective.

4. Trim & Strengthen Speech – Write the speech so that it is easy to say and easy to understand. Once you have the information you want to share written down, begin to shave it down and flesh out the excess so that your value really stands out and your 30 seconds of time is something that will be remembered.

5. Practice, Practice, Memorize, and Practice some more – Once your speech is clear and ready, read it, say it and memorize it. Practice it until it sounds effortless and then get out there and start using it.

Develop a 30-Second Elevator Pitch

Reference: Sample - "30-Second Elevator Pitch"

Hello, My name is Nichole Jackson. I am currently a senior at Boys and Girls High School. I am looking for an entry level position in the transportation industry.

I am very outgoing, able to work independently and work well in situations where I am under pressure, as demonstrated in my last job as a cashier at a busy store. As a cashier I was able to accurately handle money and interact positively with a lot of different people.

I am fluent in Spanish and have good attendance at school, which shows that I am dedicated. I am looking to pursue a career in the transportation and would like to start as a Ticket Agent. I know that my skills and experience will make me a great candidate for the job

Develop a 30-Second Elevator Pitch

Worksheet: "30-Second Elevator Pitch"

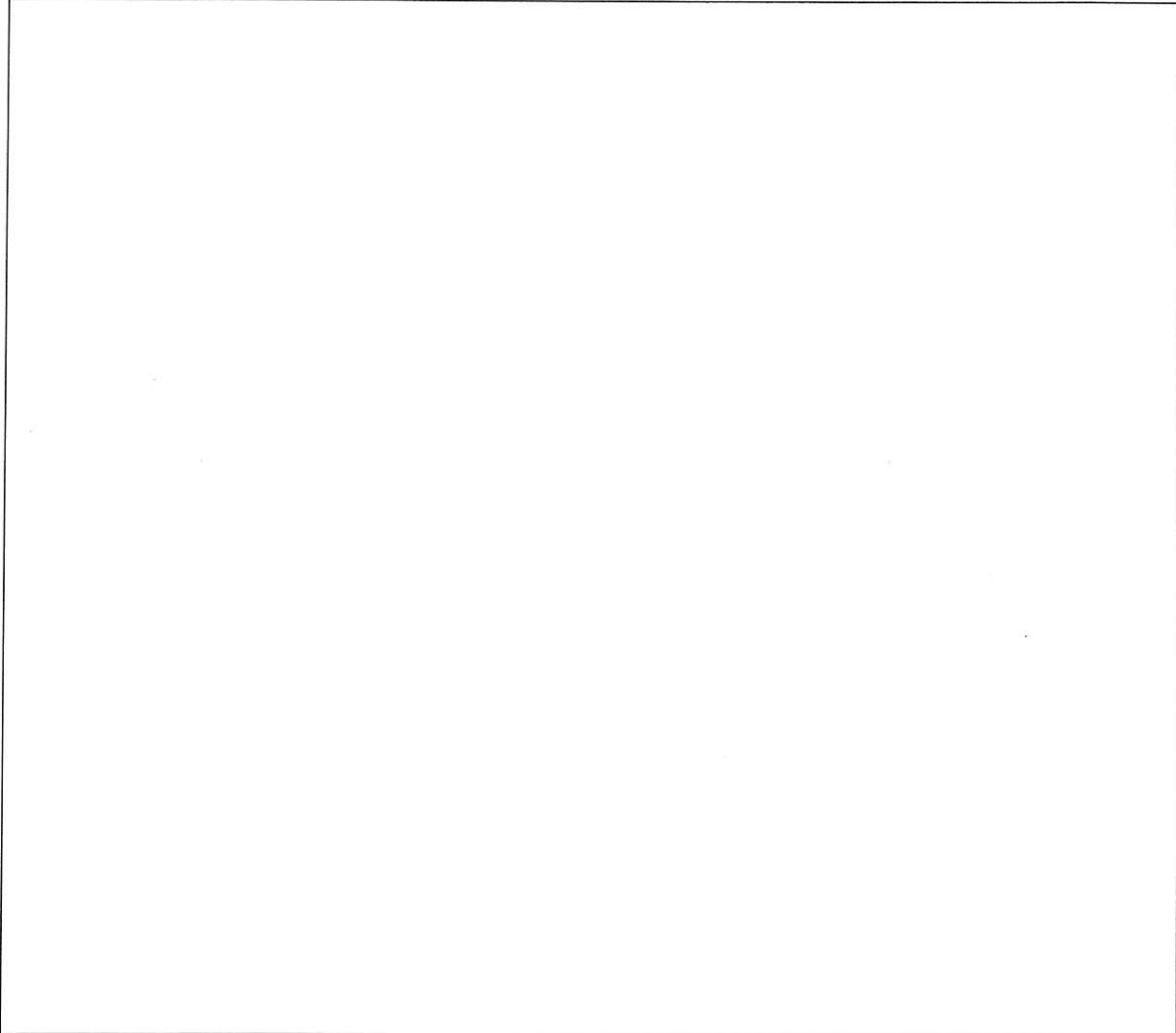
1. Who you are and the type of work you are looking for

2. The Strengths You Want to Promote

3. Action Step (write a potential action you can take)

Develop a "30-Second Elevator Pitch

4. Write, Edit & Strengthen Speech



5. Practice, Practice, Memorize, and Practice some more !