

# CENTER FOR CREATIVITY & CAREERS

»»»» BEYOND THE BUBBLE



## Introducing Yourself: 30-Second Elevator Speech

Your elevator pitch is a short, personal selling statement. It should be brief enough to use while riding in an elevator with the person next to you, when meeting employers at career fairs, and as the foundation for cover letters and email introductions. Think of it as a quick way to introduce yourself. Develop and practice it, and you'll never have to worry about "what am I going to say?"

### What to Include in Your Elevator Speech

- Full name
- Year in school
- Major(s), minors, collaterals, etc.
- Specific goal/career interest - this will allow whomever to help you, or possibly connect you to someone who can.
- How you have demonstrated your interest and experience in the field - use examples of things you have already completed. Don't just say "I have always wanted to work in Human Resources," but rather "I have taken psychology and business classes and gained leadership skills through office positions in clubs".
- Your qualifications - talk about your leadership and work experience, achievements, expertise, skills and strengths.
- A question or request for assistance:
  - I would be interested in shadowing a \_\_\_\_\_.
  - Could you recommend anyone for me to contact so I could do so?
  - I am currently applying for internships/summer-jobs/full-time jobs. Do you have advice for my applications or any interviewing tips?
  - I would love to learn more about what you think of my resume.

### Example Elevator Speech

Hello, **my name** is Charlie Kohawk and I am completing **a degree** in Psychology at Coe College with a **minor** in Neuroscience. I am **currently** a junior and **expect to graduate** in the spring of next year.

I am interested in a **career in** Management in the **field** of Human Resources.

At Coe, I am **involved in** Student Council and Peer Advising. This has helped me **develop skills in** leadership and teamwork.

I have also had an **internship position as** a Human Resources intern **with** a local company and **discovered that I really enjoy** creating events and coordinating activities for employees.

I would be **interested in** job shadowing at your company. **Could you recommend** someone for me to contact?