



ELEVATOR SPEECH WORKSHEET

Imagine stepping into an elevator and as the doors close, the person standing next to you says “Hi, I’m a recruiter at your dream company. Tell me about yourself.” Are you prepared for an opportunity like this one? Could you concisely introduce yourself, your background, and your career aspirations in the time of a quick elevator ride – 30 seconds or less?

The components of a memorable elevator speech:

A. Who are you?

Introduce yourself by sharing your name and place yourself in context by explaining what school you attend, your academic program, or where you currently work.

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B. What makes you unique?

Make sure you mention qualities and strengths you possess that are unique and meaningful to the employer. This is also a place to talk about relevant accomplishments.

C. What are your goals?

This lets employers know what you are looking for: an internship, summer job, part-time or full-time position. Do not be demanding, but be straight forward that you are looking for a job.

D. End with a ‘call to action’

Ask them whether they have any advice for you or whether they could direct you to the right person to talk to who could help you.

Using the components above, create your elevator speech:

My name is (A) _____ and I am currently (attending, enrolled in, working at) (A) _____

I believe that my (B) _____ makes me unique and will bring value to your organisation.

My goal is (C) _____

Do you have any advice for me ? (D) _____