

What is an elevator speech?

An elevator speech is a clear, brief message or “commercial” about you. It communicates who you are, what you’re looking for and how you can benefit a company or organization. It’s typically about 30 seconds, the time it takes people to ride from the top to the bottom of a building in an elevator.

An elevator speech is a great answer to the question “**Tell me about yourself**”

1. It should be 30 seconds or less.
2. Your skill (or how you benefit a potential employer) should be clear.
3. There should be a goal (or ask).

A SAMPLE ELEVATOR SPEECH OUTLINE

ABOUT YOU

- Smile to your counterpart, and have confidence
- Tell who you are: describe you and your skills
- Tell what you do and show enthusiasm
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WHAT DO YOU OFFER

- Tell what problems have solved or contributions you have made
- Offer an example

WHAT ARE THE BENEFITS

- Tell what very special service, product or solutions you can offer him or her?
- What are the advantages of working with you?

HOW TO GET STARTED... Think about answering the below...

Who are you?

- I have accomplished...
- I have experience in...

What do you offer?

- I am talented at...
- I am an effective...
- I’m inspired by...
- I want to inspire...
- I believe that I could benefit your company...

What are you looking for?

- Hoping to find a role in...
- Opportunities for me to develop...

EXAMPLE:

Hello, My name is ___.

I am currently looking for a ___ position in the ___ industry.

I am very ___ and able to work independently and work well in situations where I am under ___, as demonstrated in my last job (or responsibility i.e. caretaker or parent) as a ___ at a busy ___.

As a ___ I was able to accurately ___ and interact positively with a lot of different people.

I ___ and have good ___ at which shows that I am dedicated.

I am looking to pursue a career in ___ and would like to start as a ___.

I know that my skills and experience will make me a great candidate for the job.