

Instructions: First, imagine you just ran into someone who works at a company you really want to work for OR who has a job you would love to have. Then, create an elevator speech that has all four parts (shown below). Prompts are listed beneath each part, but don't use all the prompts or limit yourself to them. Example elevator speeches are included on page 2. Use page 3 after the workshop to prepare for the next chance to deliver your elevator speech.

Introduction (Who I am)

- My name is
- I am currently working as
- I am currently volunteering for
- I am about to graduate with
- I am looking for a position/internship as a

Personal Brand (How I want you to see me, What I want others to say about me)

- I'm passionate about
- I'm known for
- I'm interested in
- Other brand words I want to use:

Qualifications (What I'm good at, How I can help you)

- I excel at
- I can bring/deliver
- My previous supervisors have said I
- I produced
- In my last position I accomplished

Call to Action (What I would like from you, Where we can go from here)

- I would like to share my thoughts about that with you.
- I would like your opinion about (career advice, business topic, etc.).
- Would it be possible to meet later and continue this conversation?
- Could we have an informational interview, so I could learn more about ...?
- Are you available to further discuss my skills/qualifications OR your company/job?
- Do you know anyone (could you refer me to someone) who could help me with ...?
- Don't ask for a job/position or about benefits.

ELEVATOR SPEECH EXAMPLES**EXAMPLE 1**

Hello, I'm Brandon. I'm the captain of the Track team at East High School, and I compete in both the fall and spring track seasons. Although I have a heavy practice schedule, I maintain a high GPA, and I mentor elementary students as part of the Big Brother program.

With my leadership and organizational skills, I started an initiative that grew the percentage of actively participating juniors and seniors in the program from 5% to nearly 20%. Now, we have more than 50 high school students helping in the Big Brother program, and it has become the most popular service program at our school.

I am eager to find an internship at a non-profit service organization this summer! Would you be able to recommend anyone that I could speak to about summer internship opportunities?

EXAMPLE 2

Hi, I'm Maria. I will graduate from USF in May with a bachelor's degree in marketing. I've developed a reputation for creating innovative marketing strategies for new products, especially environmentally sensitive ones, as protecting the environment is important to me.

I understand that your company has some new products that aren't on the market yet. During my internship at last semester, I created an aggressive marketing campaign for a new product, and my employer had the highest sales ever for a new product.

I'd love to talk to you about how I could use the skills I've learned to help your company. Are you available for a brief meeting on Monday or Tuesday?

EXAMPLE 3

Hi, my name is Amber. Fitness and strength training are my life! I've been sitting on the sidelines due to a leg injury, but now I'm fully recovered and can't wait to get back into fitness training.

I've been personally strength training for 10 years and have trained young adults for 3 years, plus I've done some volunteer work as a fitness instructor. The fitness industry is where I want to be because I can help people succeed and boost their self-esteem. The best part is seeing people discover that training creates results and that they can achieve their goals.

Is strength and fitness training something you've thought about, or do you know anyone who might be interested in reaching fitness goals? I'm eager to get back in the game and start helping people again.

CONVERSATION STARTERS

Giving an elevator speech will be more natural if you've had a chance to start a conversation and build a connection with someone. Then you can smoothly transition into your elevator speech. Here are some examples of conversation starters. Try using these or develop your own!

- How long have you worked at ____?
- What made you stay in this company/role for so many years?
- What do you love most about your company/job?
- What made you want to enter this industry?
- What are your tips for succeeding in this field/industry/position?

WHEN YOU CAN GIVE YOUR ELEVATOR SPEECH

Here are some opening questions or prompts that you might be asked, which indicate that it is acceptable for you to give your elevator speech. Consider ways to answer these questions in your elevator speech or in a way that allows you to naturally begin your elevator speech.

Prompts / Questions	Notes
Tell me about yourself (name, grade, extra activities, etc.).	My name is Dorothy Akoth, currently I'm a Student at AkiraChix, and I love coding,browsing the internet.
What would you like to do when you graduate?	When I graduated from AkiraChix I would love to be both Frontend and Backend Developer.
What kind of internship are you looking for?	I'm looking for a fronted web development internship
Describe a skill you would like to grow.	I would love to improve on my communication skills since I will need to use it while presenting my work.
What kind of work do you like to do?	I would love to create websites for companies
What is your favorite hobby/activity and why?	I love singing and interacting with kids
What volunteer experiences do you have?	Leadership volunteering experiences, Computer training coach