Professional Pitch Checklist

Below is a checklist of items to help you organize your professional pitch.

After you have finished the initial draft of your professional pitch, read through the checklist to ensure you are hitting the key elements.

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| **Done ✔** | **PVP CHECKLIST ITEMS** |
|  | Is your value clearly stated? |
|  | Is it clear who your target audience (employer) is? |
|  | Does it speak to your target audience? |
|  | Are your notable achievements highlighted? |
|  | Have you explained your present-day situation? |
|  | Have you clearly communicated your target position? |
|  | Is your call to action clearly defined? |
|  | Did you check grammar/spelling? |
|  | Is it under 60 seconds? |
|  | Does it make you want to engage in conversation? |
|  | Is it fluid and articulate? |
|  | ACTION ITEMS |
|  | Initial draft complete? |
|  | Does it include: |
|  | Transferable skills? |
|  | Technical skills? |
|  | Tie in with the present, past, and future? |