



ELEVATOR PITCH WORKSHEET

Elevator Pitch Components

1. Who are you and what do you do?

Introduce yourself by sharing your name, school, career interests or intended academic program.

2. What makes you unique?

Share one or two accomplishments that demonstrate your experience or skills.

3. What do you want?

Request a next step such as career advice, information about a school, etc.

Elevator Pitch Tips

- Sound conversational, natural, and sincere – don't rush
- Don't use jargon, slang, or acronyms (UAMS, NHS, AVID, STEM, NFTE, etc.)
- Update your Elevator Speech as your experiences, situation, and goals evolve
- Consider developing different versions for different audiences (peers, potential employers)
- Practice your Elevator Pitch until you are comfortable adapting it, being interrupted, or making other changes in the moment

Sample Elevator Pitches:

Hi, my name is Michelle Washington. This fall, I will begin my freshman year at SUNY Oswego, where I intend to major in Computer Science. Last summer I interned at a tech start-up where I did beta testing on their new website. I was hoping you could tell me more about your experience in the tech sector.

Good Evening. I'm Max Webster, a rising senior at Midwood High School in Brooklyn. This Spring I volunteered at my state senator's office and helped get over 200 people registered to vote. I really enjoyed the experience and am interested in careers in political science. I would like to connect with you on LinkedIn and learn more about your experience working with local government.

Now it's your turn. Draft your elevator pitch below

Hi, my name is Oluwanifemi Fabunmi. I'm a double major in Computer Science and Financial Information Analysis at Clarkson University. I'm passionate about leveraging data science, AI, and machine learning in the financial sector, with aspirations of becoming a quant.

Through my coursework, personal projects, and previous experience in the FIRST Tech Challenge, I've developed strong problem-solving and analytical skills. I'm currently seeking opportunities whether internships or mentorship to gain hands-on experience in fintech, quant research, or AI-driven financial modeling. I'd love to hear more about your experience in the field and any advice you might have for someone on this career path.



THINK BEFORE YOU SPEAK

DIRECTIONS

Use the space below to draft answers to the practice interview questions. You can use this sheet to share your ideas and get feedback or for reminders when you're practicing for your interview.

- Tell me about yourself.

I'm a driven student pursuing a double major in Computer Science and Financial Information Analysis at Clarkson University. I'm fascinated by the intersection of finance and technology, particularly in areas like machine learning, algorithmic trading, and quantitative analysis. My goal is to work in fintech or as a quant, where I can apply data-driven strategies to financial markets.

Outside academics, I'm dedicated to personal growth, fitness, and professional development. I'm also improving my time management skills to balance coursework, work experience, and career preparation effectively.

- Choose an extracurricular activity or other group that you have a leadership role or feel you are an important part of (like you are club president or in equipment manager on the team). Describe your responsibilities and why they are important to the group.

In college, I am the co-founder and vice president of the African Student Union, where I play a key role in organizing events and fostering a supportive community for students. Additionally, I am an active member of NSBE (National Society of Black Engineers) and SWE (Society of Women Engineers), where I collaborate on initiatives to promote diversity and inclusion in engineering and tech.

These roles are important because they allow me to support and mentor fellow students while contributing to the growth and representation of underrepresented groups in STEM. Through these positions, I've developed leadership, communication, and organizational skills that help me effectively manage responsibilities and motivate my peers.

In high school, I participated in the FIRST Tech Challenge, where I worked on engineering and programming challenges. This experience strengthened my technical problem-solving skills and my ability to work in a team under tight deadlines. Currently, I'm focused on building a strong portfolio through freelance work and self-led projects in data science and machine learning, which will further refine my skills and prepare me for future roles in tech and finance.

- What are three of your strengths?
 1. Analytical thinking, I really enjoy breaking complex problems and finding structured solution, which is crucial I would say for finance and data science even.
 2. Adaptability and going in hand with perseverance, because whether its adjusting to a new technology or learning different programming languages or different software and all that thing, I adapt quickly and embrace the continuous learning.
 3. Self-motivation, I set high standards for myself and constantly push to improve in both academics and personal development.



THINK BEFORE YOU SPEAK

- What are three weaknesses and how you are working to improve each one?

1. Shyness in Networking, *I sometimes hesitate in professional settings, but I've been actively working on this by attending career fairs, engaging in online communities, and practicing more one-on-one conversations.*
2. Perfectionism, *I tend to spend too much time refining work, so I'm learning to prioritize efficiency and set clear limits on tasks.*
3. Time management, *balancing a double major and professional development is challenging, but I've been using structured planning methods to stay on top of my goals.*

- Share an example of time when you used your skills and strengths to overcome a challenging situation.

During my coursework, I found certain advanced computer science concepts challenging, especially in programming-heavy subjects. Rather than getting discouraged, I would rather break each of the materials down into smaller sections, sought help from professors and online resources, and practiced consistently. Over time, my confidence and coding skills improved significantly, reinforcing my ability to tackle difficult problems head-on.

- Do you have any questions? Ask 3 questions of the interviewer.
 - **What specific skills or experiences do you look for in candidates applying for your internship program?**
 - **What opportunities for mentorship and professional development are available to interns during the program?**
 - **Can you tell me more about the types of projects/tasks interns typically work on and how they contribute to the team or company's goals?**



CREATING A BUDGET

Your Summer 2022 Budget

Use the materials from the Feb. 22 Financial Literacy session to help you think about your budget for this summer. Most SYEP or Ladders for Leaders participants earn about \$375 each week. Using the space below, start to draft your budget for this summer. We've added some common categories to get started, but be sure to include all the ways you spend and earn money.

Summer 2022 Weekly Budget	
Income	
1. SYEP/Ladders for Leaders	\$375
2.	
3.	
Total Income	\$375
Fixed Expenses	
MetroCard	\$50
Other: Emergency family funds	\$50
Other:	
Variable Expenses	
Food	\$50
Entertainment	\$30
Shopping	\$50
Other:	
Other:	
Total Expenses	\$230

Total Income: \$ 375

Total Expenses: \$ 230

Your Surplus or Deficit: \$ 145



PROJECT MANAGEMENT ASSIGNMENT

Project Management Scenario

You are interning at NYU Stern Business School in the Alumni Relations department. Each year, Alumni Relations requests the following information from students in the graduating class:

- What is your personal email and mailing address for future correspondence?
- Do you plan on attending NYU for a post graduate degree?
- Do you have a full-time job?

This information is important for outreach of the alumni network. For 5 years the office collected handwritten surveys that are stored in a large cabinet and filed by students' last name. There are 800 different surveys that need to review and the data entered into an excel spreadsheet. Your supervisor needs this project completed in 2 weeks to give the office enough time to send their holiday outreach email. You've been given no other information.

Use the chart below to organize the information and create your project plan.

KEY QUESTIONS	NOTES	TIMEFRAME
STEP 1: DEFINE YOUR GOALS <ul style="list-style-type: none">• What is the goal?• Do I understand the goal?	<ul style="list-style-type: none">• To enter data from 800 handwritten surveys into an Excel spreadsheet for future alumni outreach• Yes, the goal is to ensure all student information is accurately recorded in a digital format to facilitate holiday outreach.	N/A
STEP 2: DETERMINE YOUR PARAMETERS <ul style="list-style-type: none">• What is the deadline?• Is there a budget?• How much needs to be made?• Are there any quality standards to meet?	<ul style="list-style-type: none">• 2 weeks• No budget specified• 800 surveys need to be digitized• Information must be accurate, formatted consistently, and completed within the deadline	2 Weeks
STEP 3: DETERMINE YOUR RESOURCES <ul style="list-style-type: none">• What are resources I need to get complete the project?• Do I know where to find information on my own?• Who else is working on this project and what do I need from them?	<ul style="list-style-type: none">• Computers, Excel, Filing cabinet access, and workspace.• Yes, information is stored in the filing cabinet• No team member specified; maybe 2 more people in case of additional.	N/A
STEP 4: CREATE A PROJECT PLAN <ul style="list-style-type: none">• What are the tasks that need to be completed?• Do I understand the tasks?• How much time am I giving to each task?	<ul style="list-style-type: none">• Tasks to be completed:• Retrieve surveys from the filing cabinet.• Create an excel spreadsheet with appropriate columns (Name, Email, Address, Postgraduates Plans, Job Statuses, etc.).	2 Weeks

Project Management

	<ul style="list-style-type: none"> • Enter data from surveys into the spreadsheet • Double check for accuracy • Submit the completed file to the supervisor. • Yes, I do. • Week 1: Retrieve and organize surveys, set up the spreadsheet, begin data entry (400 surveys). • Week 2: Complete remaining data entry (400 surveys), review and correct errors, finalize and submit. 	
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Project Management Scenario 2

You are a member of your school's Key Club and asked to plan a fundraiser to support a local food pantry. Last year the Key Club raised over \$1,500 for the pantry and you have promised to meet or exceed that amount this year. You have a budget of \$400 for the fundraiser that must cover all expenses including marketing, supplies, and any fees or other costs. You have two other people on your team:

- John who is an artist and skilled at drawing and graphic design, and loves to bake
- Mary who is very organized, good at math, and good at arts and crafts

Use the chart below to organize the information and create your project plan.

KEY QUESTIONS	NOTES	TIMEFRAME
STEP 1: DEFINE YOUR GOALS <ul style="list-style-type: none"> • What is the goal? • Do I understand the goal? 	<ul style="list-style-type: none"> • To raise at least \$1,500 for a local food pantry through a successful fundraiser. • Yes, the goal is to plan a profitable fundraiser while staying within budget 	N/A
STEP 2: DETERMINE YOUR PARAMETERS <ul style="list-style-type: none"> • What is the deadline? • Is there a budget? • How much needs to be made? • Are there any quality standards to meet? 	<ul style="list-style-type: none"> • A realistic deadline would be 4-6 weeks for planning and execution • \$400 total • At least \$1500 • Event must be well-organized, appealing to donors, and cost-effective 	4-6 weeks

Project Management

STEP 3: DETERMINE YOUR RESOURCES <ul style="list-style-type: none">• What are resources I need to get complete the project?• Do I know where to find information on my own?• Who else is working on this project and what do I need from them?	<ul style="list-style-type: none">• Venue, marketing materials, donation collection method, supplies for fundraising activities.• Yes, research past fundraising events and reach out to Key Club advisors.• John: Graphic design for marketing materials, baking for fundraiser.• Mary: Budget planning, organizing logistics, crafting for fundraising items.	Week 1
STEP 4: CREATE A PROJECT PLAN <ul style="list-style-type: none">• What are the tasks that need to be completed?• Do I understand the tasks?• How much time am I giving to each task?	<ul style="list-style-type: none">• Tasks to be completed:• Decide on a fundraiser type (bake sale, raffle, auction, event, etc.).• Create and distribute marketing materials (flyers, social media posts, emails).• Secure a venue and necessary permits.• Organize supplies and logistics.• Execute the fundraiser.• Collect and track donations.• Send funds to the food pantry and thank donors.• Yes, I do• Week 1: Choose fundraiser type, plan budget, secure venue.• Week 2: Design and distribute marketing materials.• Week 3: Gather supplies, finalize logistics.• Week 4: Execute fundraiser, collect funds, wrap up and report results.	Week 4