**Elevator Pitch Components**

***1. Who are you and what do you do?***

I am William Zheng from the High School of Telecommunication Arts and Technology. I am interested in art and academic math.

***2. What makes you unique?***

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

***3. What do you want?***

I want advice on which career I should strive for. I want a career in animation, however, I’m not sure if it is a reliable goal.

**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**

**Hello, my name is William Zheng.**

**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.
* 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.
* What are three of your strengths?

1. adaptability

* What are three weaknesses and how you are working to improve each one?
* Share an example of time when you used your skills and strengths to overcome a challenging situation.
* Do you have any questions? Ask 3 questions of the interviewer.

**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 |
|  |  |
|  |  |
| ***Total Income*** |  |
| **Fixed Expenses** |  |
| MetroCard |  |
| Other: |  |
| Other: |  |
| **Variable Expenses** |  |
| Food |  |
| Entertainment |  |
| Shopping |  |
| Other: |  |
| Other: |  |
| ***Total Expenses*** |  |

**Total Income: $ \_\_\_\_\_\_\_\_\_\_ Total Expenses: $ \_\_\_\_\_\_\_\_\_ Your Surplus or Deficit: $ \_\_\_\_\_\_\_\_\_**

**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 reviewed 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**   * What is the goal? * Do I understand the goal? |  |  |
| **STEP 2: DETERMINE YOUR PARAMETERS**   * What is the deadline? * Is there a budget? * How much needs to be made? * Are there any quality standards to meet? |  |  |
| **STEP 3: DETERMINE YOUR RESOURCES**   * 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? |  |  |
| **STEP 4: CREATE A PROJECT PLAN**   * What are the tasks that need to be completed? * Do I understand the tasks? * How much time am I giving to each task? |  |  |

**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**   * What is the goal? * Do I understand the goal? |  |  |
| **STEP 2: DETERMINE YOUR PARAMETERS**   * What is the deadline? * Is there a budget? * How much needs to be made? * Are there any quality standards to meet? |  |  |
| **STEP 3: DETERMINE YOUR RESOURCES**   * 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? |  |  |
| **STEP 4: CREATE A PROJECT PLAN**   * What are the tasks that need to be completed? * Do I understand the tasks? * How much time am I giving to each task? |  |  |