

30 Second 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.

STEPS	CONSIDER THE FOLLOWING...
Who are you?	Name/Major/Year
What can you offer to employer?	Your selling points: experience, skills, projects
What do you want?	Short description of your short-term goal
What is your bounce back question?	Open-ended question (What do you do?)

Example:

Hi, my name is Martha Hernandez and I’m a freshman studying Psychology at Cuyamaca College. I have been volunteering at the YMCA for the past six months, where I’ve gained experience doing recreational activities with children, working with a team, and learning to communicate with children and parents. Now I am looking to find a part-time position on campus where I can apply my customer service and teamwork skills. What do you enjoy best about your work?

In the space below, write your elevator speech in a paragraph format.

Things to remember when you are :

- ✓ Smile
- ✓ Firm handshake
- ✓ Show enthusiasm
- ✓ Listen
- ✓ Don’t interrupt
- ✓ Thank you