**Develop your elevator pitch**

Imagine that you just stepped into an elevator with the hiring manager from your dream employer. You’re the only two people in the elevator and the hiring manager is getting out just a few floors up. With only 30 to 60 seconds to work with, use this worksheet to develop what you would say to convince them that you are the perfect candidate for their job opening.

Introduce yourself:

Your career interests and why:

Your experience, credentials, education, certifications:

How you differ from the rest of the applicants:

**As you wrap up this initial conversation, close with what you would like to happen next** (such as meeting again to continue the conversation – don’t expect a job offer yet!)

**See other side for examples.**

**Practice!** Be able to say it without it sounding memorized – you want to sound natural.

**Elevator speech examples**

**A project manager:**

Hi. I’m Paul Coker. I translate techno-babble into information that is useful to others. My work has been called “project management” and “technical team leading” by different companies. I help teams reach their goals better, faster and cheaper by merging radically different perspectives into a single team effort to maximize efficiency.

**A web developer:**

I’m Bill Jones. Most website designers will tell you all about what they can do, but companies are often unsure exactly what they want their website to say or do. That’s when companies hire me – to help them identify how they want their website to represent them.

**A customer service/sales representative:**

Hello, I’m Jeff Johnson, and I interact with customers to help them find better than expected deals on better equipment than they thought they could afford. I hold many sales records and would like to bring my skills to your sales floor.

**A management consultant:**

I’m Alyson Abrams, a Silicon Valley management consultant specializing in change. If your company is experiencing rapid growth or other rapid changes, I offer the experience and wisdom to keep your employees happy and productive, and your balance sheet in the black.

**An assembler:**

Hi, I’m Dana Anderson and I have always had a passion for putting things together and meeting deadlines. I’m an experienced team member and team leader, able to take charge or follow another’s directions as needed.

**A civil engineer:**

I’m Arnold Spinozza. I harness the forces of nature and put them to work for you. I’m a civil engineer specializing in building bridges, dams and roads. I help you get where you’re going safely and expediently!