Elevator Speech

WRITE YOUR OWN

Hi, my name is ___________________. I’m a (current job information) ____________________________
________________________________________________. I’ve gained experience in my field through
(list relevant experiences) __________________________________________________________
________________________________________________________________________________?
________________________________________________________________________________?
________________________________________________________________________________?
My current position (and past experiences) allows (have allowed) me to utilize skills, such as ______
________________________________________________________________________________?
________________________________________________________________________________?
________________________________________________________________________________?
Because of my ability to use these skills, I have accomplished the following successes: __________
________________________________________________________________________________?
________________________________________________________________________________?
________________________________________________________________________________?
I’m interested in translating these skills into (professional objective) __________________________
________________________________________________________________________________?
I’m really interested in (company / person / profession) and know that you (fill in information you
have researched). I would like to know more!
“Everything you have learned is a transferable skill that can be used in the future in ways that are unimaginable to you at the present time.”

– Mary Ghilani, Author