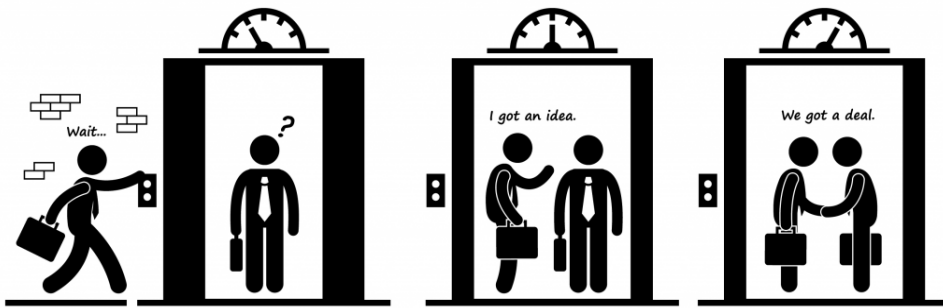


30 Second Elevator Pitch Worksheet



What is an elevator pitch?

- A short summary of who you are, professionally, and what you are looking to do.
- An opportunity to quickly highlight your best qualities and accomplishments.
- Your pitch should inspire others to learn more about you as a job seeker and to support you in your goals for employment.

When should I be prepared with an elevator pitch?

- At job specific or informational interviews
- Any chance you have the opportunity to network (on an elevator, on the bus, social gatherings, etc.)
- NOTE: Although this worksheet is addressing the topic of job seeking, an elevator pitch can be tailored to any situation.

Guidelines:

Start with a 30 second pitch

Be positive and don't be afraid to sell yourself

Tailor your pitch to your audience



“So, tell me about yourself...”

1) Who are you?

Briefly share who you are professionally. Just a one or two sentence summary of your professional self.

2) What would you like to do?

Articulate what type of job you are looking for. You can consider adding things such as: type of industry, skills you want to use, location, ways you enjoy being challenged, specific position types, department you want to be a part of.

3) Why?

Explain why you are interested in this type of work and why you would be good at it. You can include: transferable skills/experience, what motivates your passion for this type of work, qualities that you have.

Examples:

I am an outgoing person with a knack for customer service. I was chosen as “Employee of the Month” during my first year as a customer Service Associate at Target and have had a perfect attendance record at every job I’ve worked. I’d love to find a position in retail or customer service because I’m passionate about helping people.

I am very interested in a position in marketing. I have taken 2 classes in high school learning about the world of business. I really enjoyed working in the school store and was put in charge of making brochures and flyers to market our products. I have 4 year experience in my school store. This past summer I worked as an intern at a non- profit in my community helping them develop their social media and new marketing brochures. I am a perfect fit for your company with my skills and passions.

I am a recent graduate of Clackamas Community College with an associates degree in accounting. While in school, I got hands-on experience working with small businesses in my campus Business Leaders Club. I’m looking for an entry-level position in a finance department, or with any department that can use my strong math and bookkeeping skills. I love working with numbers, but I’m also a people person and enjoy learning new things. I would be great in a role with many moving parts and responsibilities.