

ELEVATOR SPEECH

YOUR TOOL TO LANDING AN INTERVIEW



What is an Elevator Speech?

An elevator speech is also known as a “30-second commercial.” It is a clear, short message about you, only 30 seconds or less. The idea is that, if you find yourself sharing an elevator with a potential employer, you might only have half a minute to connect. Who you are, what you’re looking for, and the skills you bring an organization must all be stressed in your elevator speech.

Why do you need an Elevator Speech?

- To make a sincere and memorable impression
- To show off what you can do for the company
- To get a business card or an interview
- To network with key people in your career field
- To use at a Job Fair when meeting multiple people quickly over short periods of time
- To use in an Interview when asked to tell them about yourself

Elevator Speech Template

1. Who are you?
2. What job position and employer do you want to work for?
3. What training and education do you have for this position?
4. Use your resume as a guide
5. What are your strengths?
6. What accomplishments have you made and how have you used job-specific skills for the job you want?
7. Can you measure your accomplishments numerically?
8. What can you provide the employer?
9. What job skills and transferable experiences do you have that you can use in the future position?

Insider Tips

1. Don’t forget to ask for a business card or a possible interview
2. Close your speech by thanking the person for their time.
3. Make sure to change your elevator speech for each person you are speaking with to make it unique and relevant to each position.
4. Carry a copy of your speech with you so you can scan it quickly before you enter a job fair or interview.

Elevator Speech Template

1. Hello _____, my name is _____. I am a new graduate from Texas State University and I received my _____ in _____.
2. I am interested in the _____ position at _____ because _____.
3. My training and education includes: _____, _____, & _____.
4. I received the _____ award in _____. I increased _____ by _____%. I can provide _____ and _____ to the organization.
5. I have great _____ skills and _____ skills and I know I will be able to transfer them to my next position.
6. I hope to be able to speak with you further about what skills I can bring to _____. Here’s my _____ (business card/resume). May I have your _____ (business card/contact info?) Do you have a time in your schedule to meet for an interview to discuss this position further?
7. Thank you so much for your time today. I hope you have a great afternoon and I look forward to talking with you again soon.

Elevator Speech Example-Teaching Position

1. Hello Mr. Smith, my name is Mary Ann Johnson. I am a new graduate from Texas State University-San Marcos I received my Bachelor of Science in Mathematics. I also received my teaching certificate at the same time.
2. I am interested in the mathematics teaching position at Regan High School because I am passionate about teaching.
3. My training and education includes four months student teaching at Bush High School along with several student observations throughout my four years of undergraduate course work. I also worked as a tutor at the Learning Academy in the evenings and on weekends, whenever I was able the past two years.
4. I received the student teacher of the year award at Regan High School in May. Ten of the students I tutored were able to increase their math scores on their TAKS tests by multiple points. I can provide strong team work and a strong work ethic to staff at Regan High School.
5. I have great communication skills and strong teaching skills in different courses such as Algebra, Geometry, Pre-calculus, Calculus and Honors Trigonometry.
6. I hope to be able to speak with you further about what skills I can bring to the students of Regan High School. Here’s my business card. May I have yours? Do you have a time in your schedule to meet for or interview to discuss this position further?
7. Thank you so much for your time today. I hope you have a great afternoon and I look forward to talking with you again soon.

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LBJ Student Center Suite 5-7.1 • 512.245.2645 • CareerServices@txstate.edu