



# BUILD YOUR ELEVATOR SPEECH

## TELL ABOUT YOURSELF

1. Create an opening statement or question that grabs attention—it should be a hook that prompts your listener to ask questions.

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2. Describe your top strengths/skills and your major, minor, concentration, etc.

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3. Share your past experience (work, internship, volunteer, leadership) with enthusiasm.

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## TELL WHAT YOU OFFER

4. Tell what problems you have solved or contributions you have made in past positions.

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5. Offer a vivid example.

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6. Tell why you are interested in your listener.

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## TELL WHAT BENEFITS YOU BRING

7. Tell what very special service, product or solutions you can offer him or her.

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8. What are the advantages of hiring you? How do you stand out among your peers?

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## HOW DO YOU DO IT

9. Give a concrete example or tell a short story, show your uniqueness and provide illustrations on how you work.

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## CALL FOR ACTION

10. Share what you want to happen next. Do you want a business card, an interview, instructions on how to apply for a position, etc.?

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