

ELEVATOR SPEECH EXERCISE

BRAINSTORM

In creating an outline for your elevator speech, write down ideas and notes in bullet format. Use the questions listed under “#1 Self Reflect” to help guide your thought process. As a current or recent student, you should also include your major, graduation date, relevant experience, and what you are looking for in a job.

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- _____
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CREATE SENTENCES

Take the phrases above and begin to build them into sentences that make sense when strung together. Revise by going through and omitting any large words or industry jargon that may not be understood by your audience.

REFINE AND FINALIZE

Finalize your speech by eliminating unnecessary words and cutting it down to 100 words (or less!). Here's an example:

“Hi, I’m Jeff Smith, and I am currently a senior at UCCS majoring in Business Finance and International Business. Since I am getting ready to graduate soon, I am starting to research different companies to see what might be a good fit for me. Beyond finance, I am interested in learning more about culture diversity and ethics. In fact, I’ve had the unique opportunity to travel abroad with a volunteer group the past two summers to learn more about these subjects. It’s important to me to work for a company that values and rewards ethical behavior. Do you have any recommendations for companies I should look into?”