**THE ELEVATOR PITCH**

*Also known as:* The answer to “Tell me about yourself”, the LinkedIn “Summary”, and the Gator Connect “About Me” section. Use the following questions to start an outline of your material. Simply write a few notes to help remind you of what you want to say.

**PRESENT**

WHAT ARE YOU DOING RIGHT NOW TO PREPARE FOR THE FUTURE?

List your education and/or experiences that will prepare you.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

**WHAT DO I OFFER?**

WHAT ARE YOUR STRENGTHS, ABILITIES, SKILLS?
HOW CAN YOU CONTRIBUTE THOSE TO THE COMPANY?

Include a few specific accomplishments.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

**PAST**

WHAT INTERESTED YOU IN THIS POSITION/FIELD?

Did you discover your interest in the classroom, the work environment, or is it a lifelong passion?

Express past related experiences, both personal and professional.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

**FUTURE**

HOW DOES THIS OPPORTUNITY FIT YOUR CAREER GOALS?

Do you plan to stay with this company? In this location? Further your education?

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

**CONCLUSION**

WHY ARE YOU INTERESTED IN THIS OPPORTUNITY?

Does the mission or vision fit your values? Is there room for personal and professional growth?

_____________________________________________________________________________________________
_____________________________________________________________________________________________
EXPAND YOUR THOUGHTS

Combine your thoughts from the front in an order that works best for you.

To help you do this, follow these guidelines:

FORM INDIVIDUAL SENTENCES
TAKE EACH NOTE YOU MADE AND WRITE A SENTENCE ABOUT IT

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

COMBINE THE PIECES
TAKE EACH OF THE SENTENCES AND CONNECT THEM TOGETHER
Use additional phrases to make them flow.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

EDIT THE LANGUAGE
DOES IT SOUND LIKE YOU WROTE IT?
Go through what you have written and change any long words into everyday language.

CUT OUT THE EXTRA
GO BACK THROUGH THE RE-WRITTEN MATERIAL AND CUT OUT UNNECESSARY WORDS.

FINISHING TOUCHES
FINALIZE YOUR SPEECH BY PRACTICING UNTIL IT BECOMES COMFORTABLE.

THE GATEWAY · CAREER EDUCATION
(814) 332-2381 · Allegheny Career Education · accareered · @accareered