

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