

The One Minute Elevator Speech Breakdown: Five Parts

1. **Who you are and the type of work you are looking for** – Introduce yourself, explain what work you have done and want to get, so the listener is clear on what you are looking for.
2. **The Strengths You Want to Promote** – This is where you tell listeners what you do. You can do this by describing 1 or 2 top skills you have that are valued in the type of job that you are trying to get. Include an example of an achievement. A success story often works extremely well here because stories are easier to remember, easier to say and can quickly capture attention. In the short success story, include the skills you use and the value you will bring to a new employer, such as an achievement that you can quickly convey. Answer the question, “Why should I hire you?”
3. **Action Step** – If the situation calls for an action step, offer a résumé, ask for a business card and ask if you can call them soon. You could possibly ask if they know of someone they could talk with or a company that could use your experience.
4. **Trim and Strengthen Speech** – Write the speech so that it is easy to say and easy to understand. Once you have written down the information you want to share, begin to pare it down and get rid of the excess so that your value really stands out and your 60 seconds of time is something that will be remembered.
5. **Practice, Practice, Memorize and Practice Some More** – Once your speech is clear and ready, read it, say it and memorize it. Practice it until it sounds effortless—and then get out there and start using it!



Name _____

Date _____

Create Your Elevator Speech

Imagine you are in an elevator with a potential employer. You have one minute to talk about yourself. Do you know what to say?

An elevator speech is a clear explanation of what you want. It is told in a short amount of time – about the amount of time you spend in an elevator with another person. It is a good way to communicate what you want to someone in a position to help you.

An elevator speech goes something like this:

“Hi. My name is _____. I’m specialize in _____ and have worked at _____. I’m especially proud of _____. I’m looking for _____ in _____.”

You want the employer to **know what kind of job you want and why you’re a good fit**. Practice your speech with people who can give you feedback. Do they understand what kind of job you’re looking for? Do they understand why you’d be good at it?

Do not include information about your criminal background in your elevator speech. Focus on your skills and how you want to use them.

You can also use your elevator speech with others who are in a position to help you find a job. When you use your elevator speech, don’t be afraid to ask for help. This is sometimes called the **Action Step**. For example, you can end your speech with one of these questions. Or ask a question in conversation.

- Do you have any advice for me?
- Do you know anything about this company?
- Do you know anyone who knows about _____?
- Can I use your name to contact them?

Sample Elevator Speeches

“My name is John Doe. I have two years of experience working in a warehouse at a local aircraft company. I also recently took classes to learn Manufacturing Skills at a community college. I found I was really good at it and decided that was what I wanted for a career. I’m looking for an entry level machine operator position and I’d really like to work for a major aircraft company. Do you know of any jobs in that area? “

“Hi my name is Jim Jones. I’m a quick learner, hard-working and reliable. I have worked in construction on and off for about 4 years and specialize in framing and drywall. I’ve also operated many hand and power tools including jackhammers, power saws, and drills and can read blue prints. I’d really like to show you what I can do to see if I’m a good fit for your team.

ELEVATOR SPEECH

To answer the question “tell me about yourself” ...

1. Brief Introduction
 - State your name
 - Thank the person for their time
2. Background
 - Degrees or Certificates
 - Avoid dates unless asked
3. I specialize in...
 - Describe your area of expertise
 - Mention a goal accomplishment
4. I've worked at...
 - Most pertinent jobs
5. I was responsible for...
 - Most prominent or pertinent duties
6. I'm especially proud of...
 - List one or two major accomplishments
 - No details unless asked and then you know you've hit pay dirt!
7. I'm excited to be here because
 - Use details about the company to explain this
8. Close, but keep conversation going...
 - Turn the questions back to the interviewer with
“So I can better relate to you, could you please tell me a little bit more about your company or department?”
