



Elevator Pitch Worksheet

An elevator pitch is a way to introduce yourself to a potential employer to give them some idea of your relevant experience, skills, interests and capabilities as well as what you like to do. The best elevator pitches are tailored to your audience and prompt a dialogue. Elevator pitches usually have a goal in mind, such as receiving a business card, an agreement to connect on LinkedIn or follow up via email or phone the next week.

Use this handout to craft your pitch and then Practice, Practice, Practice by yourself, in the mirror, on your smart phone, with a friend or in Career Services. We will give you tips on what went well and what can be improved.

CRAFT YOUR PITCH:

Name: _____ Classification: _____

Major: _____ Minor: _____

Opportunities that you are seeking: _____

Relevant Experience (employment, internships, co-ops, projects, labs, community service): _____

Highlights of skills and strengths: _____

Knowledge of company (if applicable): _____

Optional closing/goal (for example: you will ask... for a business card, to connect on LinkedIn, a question... to gather more information and/or lead to a deeper discussion, etc.)

EXAMPLE

Hello, my name is Mary Jones and I am currently a junior attending Clafin University. My major is in business with a minor in art. I have volunteered with the student credit union throughout my freshman and sophomore years. Last summer I completed an internship with the Museum of Modern Art and I am seeking an internship in management this summer with your company. I understand that Walmart is one of the leading companies globally with earned revenue of \$485.9 billion in 2019. I have always had an interest in art and I am finding that I have a flair for business. In the future, I am hoping to combine these two very different disciplines and find myself a career that includes them. May I have your business card to discuss possible opportunities with Walmart?