



An elevator speech is a brief introduction that summarizes your skills, experience and what makes you unique. Your goal is to make a good first impression and spark interest in additional conversation.

Tips:

1. These are generally about 30 seconds in length.
2. Be positive and persuasive with your limited time. Be clear, concise, and compelling.
3. Deliver your speech to a friend or record it to ensure your message is clear. The more you practice, the better your speech.
4. Formula- your name, your educational background, your professional experiences (or course prep) and what you want to achieve.
5. Provide a firm handshake.
6. Maintain eye contact...don't forget to blink. It's not a staring contest.
7. Smile

Tips to avoid:

1. Don't speak too fast.
2. Don't ramble. Stay away from areas like hobbies and interests.
3. Don't frown or speak in a monotone way.
4. Don't use jargon.

When to use:

1. When networking.
2. During a conversation with a potential employer.
3. At a job/career fair.

Sample template:

Hello, my name is _____ and it is nice to meet you. I am a (freshman/sophomore) at Hutchinson Community College majoring in _____. (Include a sentence on courses taken and/or skills learned related to your major.) I'm currently (working, volunteering, etc.) at _____. My goal is to be (a/an) _____ and I would like to hear how your company can help me with my desire to become (a/an) _____.

Note: Always show your appreciation by thanking the person for their time and ask if you can reach out later if you have other questions.

For additional support, please email me (Rick Kraus) at krausr@hutchcc.edu or call (620) 728-4464 to set up a time for us to visit.