



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...clear, concise, and compelling.
3. Deliver your speech to a friend or record it. 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 and smile
7. Show your appreciation by thanking the person for their time and ask if you can reach out later if you have other questions.

Tips to avoid:

1. Speaking too fast
2. Listing areas like hobbies and interests
3. Frowning or speaking in a monotone voice

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) _____.

Sample AI prompt:

"Help me write a 30-second elevator pitch. I want to sound confident and clear. Here's who I am and what I do: [insert your role, industry, or expertise]. Here's what I'm passionate about: [insert your core motivation or mission]. I'm speaking to [insert audience—employer, networking contact, potential client, etc.], and I want them to know [insert what value you bring or goal you want to achieve]. Make it professional but warm, and suitable for use in interviews or networking events."

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.