



WRITING A 30 SECOND ELEVATOR SPEECH

Begin writing your 30 second elevator speech by answering the following questions. Then, practice your answers so you can confidently and succinctly share who you are with someone in 30 seconds.

1) Who is your targeted audience? (individuals with whom you are networking, potential future employers, classmates, colleagues, etc)

2) What is your goal? What do you want your audience to know about you at the end of the 30 seconds?

3) Outline the major points you want to mention in your elevator speech. Potential points could include:

| Major Points |
|---|
| Who I Am: |
| Where I Am Now (<i>degree, program, year in college</i>): |
| Where I Have Been/Accomplishments (<i>career-related experience, leadership experience, part-time or full-time work experience</i>): |
| Where I Am Going (<i>future goals</i>): |

Examples:

Potential Employer Example (Goal: Telling potential employer about what I have to offer)

Hi, I am Kira Jones (*Who I am*). I am a senior at Mount Mary University and will be graduating in May with my Bachelor of Science in Biology (*Where I am now*). During my time at Mount Mary I was the president of the Student Government Association and completed an internship with Spay Wisconsin last summer (*Where I have been/accomplishments*). I am hoping to get a job in the Milwaukee area working at a small animal hospital as a veterinary technologist (*Where I am going*).