



The Elevator Speech

An elevator speech is a piece of communication that can be delivered in the time it takes to ride from the bottom to the top of a building in an elevator, approximately 30 seconds. It is useful when networking with professionals as you pursue internship or career opportunities. It answers two basic interview questions: "What can you tell me about yourself?" and "Why should I hire you?" It should concisely focus on what you can offer an employer, with supporting facts and specifics about your qualifications. You should maintain eye contact, sound natural, and remain engaging in your delivery of it, so try to avoid memorizing it so that it does not sound mechanical.

Example 1

Hi, my name is Chris Smith. I am a senior Communication major interested in a career in event planning. As an active member of my college's Service Club, I have been instrumental in helping to coordinate and promote fundraising events on campus and service projects in the community. This experience has helped me to develop strong skills in communication, teamwork, creativity, organization, and problem solving. I am interested in learning details about the marketing internship that is offered through your special events department.

Example 2

Hi, my name is Chris Smith. I am a senior Business major who has served in a broad spectrum of student activities, including as Coordinator of Service Projects for the Environmental Club. In that role, I helped organize and supervise approximately 50 volunteers at two Bike Trail Workdays and two Natural Trail Workdays. I also coordinated the research, planning, development, and administration for five outdoor field trips and workshops, and managed a budget of \$2,500. All of this has helped me to develop strong skills in communication, teamwork, creativity, organization, and problem solving. My passion is in coordinating recreational and educational activities for youths and young adults, such as the types of programs offered at your park district.