



**Networking and
Elevator Speeches**

What is an Elevator Speech?

- Quick overview of your background/experience
- Could be given in an elevator ride (30-60 seconds)
- Who you are, what you do, what you want to do
- Job fairs, networking events, interviews (“Tell me about yourself”)
- Doubles as a LinkedIn Summary

Do's and Don'ts

DO

- Be brief
- Be persuasive
- Share your skills
- Be flexible
- Mention your goals
- Know your audience
- Have a business card/resume
- Practice, practice, practice
- Prepare a few variations

DON'T

- Speak too fast
- Ramble
- Frown
- Speak in a monotone
- Restrict yourself to one elevator speech
- Use highly technical, slang, or acronym terms

How to Write an Elevator Speech

- Who are you?
- What do you do?
- What have you done in that role?
- What is your objective/goal?
- What makes you the perfect candidate?
- Why does your audience care?
- What do you want?

Developing Your Pitch

Write your own elevator speech then practice it on your peers