

30 Second Elevator Speech



Your elevator speech is a quick synopsis of your background and experience; something you should be able to tell about yourself in a brief elevator ride.

Done right, this short speech helps you introduce yourself and share your expertise and credentials quickly and effectively with people who don't know you. It can also be used in your LinkedIn summary, Twitter bio, networking events, professional association events, etc. Your elevator pitch can also be used during job interviews when the interviewers begin with "Tell me about yourself"

Be memorable. Be persuasive.

This speech is all about you: **who you are, what you do, and what you want to do if you're looking for a new opportunity.** Even though it's a short pitch, your elevator speech should be compelling enough to spark the listener's interest in your idea, organization, or background.

A few tips.

- **Share your skills.** Your elevator pitch should explain who you are and what qualifications and skills you have. This is your chance to brag a bit; avoid sounding boastful but share what you bring to the table.
 - Focus on your assets that add value in many situations.
 - Emphasize your individual strengths, including your key accomplishments that could benefit the APS.
- Mention your goals.
- Use good eye contact and body posture
- Use crisp, clear language. Don't ramble.
- **Practice.** Your speech should be scripted, revised, and rehearsed out loud until you can confidently deliver the whole thing without reading it.
- **Don't restrict yourself to a single elevator pitch.** Maybe you're interested in pursuing two fields — public relations and content strategy.
 - Many of your communication skills will apply to both those fields, but you'll want to tailor your pitch depending on who you are speaking to.
 - You may also want to have a more casual, personal pitch prepared for social settings.

30 Second Elevator Speech Examples



Accomplishment Statements

An accomplishment is something that you did that improved a situation, solved a problem or made a contribution. Focus on the accomplishments that pertain to the job which you are seeking. Consider using the following C.A.R. model to help you state your accomplishments

- Context: Describe the situation or problem.
- Action: Specifically what did you do?
- Result: What happened (quantify if possible)?

Accomplishment Statements Examples.

- I wrote descriptions of technical equipment using (software) to serve as captions under photographs in sales brochures to increase orders.
- I effectively communicated new procedures to team members in order to efficiently implement the changes and to dispel any misunderstanding.
- I revamped an outdated filing system to reduce time spent searching for client files. The efficiency eliminated (number of hours) in lost time and increased productivity by (percent).

Other Elevator Speech Examples.

- I recently graduated from college with a degree in communications. I worked on the college newspaper as a reporter, and eventually, as the editor of the arts section. I'm looking for a position that will put my skills as a journalist to work. (Holding your hand out to shake) And by the way, my name is
- I create illustrations for websites and brands. My passion is coming up with creative ways to express a message, and drawing illustrations that people share on social media and I am looking for a position where I can utilize my unique skill set.
- I'm a lawyer with the government, based out of D.C. I grew up in Ohio, though, and I'm looking to relocate closer to my roots, and join a family-friendly firm. I specialize in labor law and worked for ABC firm before joining the government.
- Hi, I'm a customer service representative with three years of experience making customers happy. My enthusiasm carries over to others. I am a great listener and am able to assess the customer's needs quickly.
- I am bilingual in Spanish. In fact, I was recognized for exceeding average phone handle times and have always received great feedback from my teammates and customers.

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Persuasive Words to Help You Stand Out

Proficiency Levels:

- Fundamental awareness
- Novice
- Intermediate
- Advanced
- Expert
- Superior

Planning Skills:

- Innovated
- Invented
- Organized
- Planned
- Created
- Designed
- Developed
- Initiated

Responsibility:

- Achieved
- Assembled
- Compiled
- Constructed
- Gathered
- Handled
- Improved
- Installed
- Maintained
- Prepared
- Received
- Reduced

Effective Service:

- Committed
- Delivered
- Demonstrated
- Exchanged
- Expedited
- Explained
- Inspected
- Installed
- Provided
- Purchased
- Serviced
- Submitted

Interpersonal Skills:

- Informed
- Inspired
- Interpreted
- Negotiated
- Advised
- Apprised
- Consulted
- Helped
- Participated
- Recommended
- Represented
- Resolved

Hard worker:

- Diligent
- Industrious
- Meticulous
- Thorough
- Detailed

Multitasker:

- Balance
- Simultaneously
- Poise
- Stable
- Dependable

Friendly:

- Outgoing
- Enthusiastic
- Lively
- Passionate
- Eager

Team-Player:

- Collaborate
- Unified
- Synergetic
- Join forces
- Cohesive

Your 30 Second Elevator Speech Template



I am a _____.
(One sentence that describes your expertise)

Some of my strengths/abilities/special interests are _____.
(Further details for the above statement)

I have a _____.
(Education and areas of expertise or knowledge)

Most recently I _____.
(Highlights about your most recent experience and accomplishments)

I am now seeking _____.
(Your current professional objective or goal)

And by the way my name is _____