When it comes to introducing yourself, you want to make a good first impression. This reference is designed to inform you on how to successfully prepare yourself for introductions or “elevator speeches” and to make a good impression doing so.

What is an Elevator Speech?
An Elevator Speech is a short introduction of yourself to a single person or audience that typically lasts from around 30 to 60 seconds. This speech is used for initial conversation with a new contact such as an employer.

Elevator Speeches are used at:
- Career Fairs
- Job Interviews
- Information Sessions
- Formal/Casual Networking Events
- Conferences

Important Preparation:
Identify your transferable and technical skills:

Consider:
- Strengths
- Skills
- Qualifications
- Accomplishments

Identify:
- What you have to offer
- What you can contribute
- What you are looking for
- Why you are interested in the company

Topics to Include:
- Name and classification
- Field or industry of interest
- Highlights of skills and qualifications
- Key strengths
- Knowledge of company
- Something unique about you
- What you are seeking

Elevator Speech Formula
Important questions to answer:
- Who am I?
- What field am I interested in?
- What is my current or past role?
- (i.e. GA, RA, TA, etc.)
- What makes me different from the competition?
- How will my skills and qualifications be of benefit to the employer contact?

Helpful Hints:
- Practice the delivery of your speech
- Tailor your introduction for each company/networking contact
- Create an introduction that is both memorable and sincere
- Be warm, friendly, and confident
- Project a passion for the field or industry in which you want a career
- Maintain good eye contact with the listener
- Incorporate examples to support your key points
- Pay attention to the non-verbal cues of the listener
- End with a request for a specific action

Avoid focusing just on yourself, and don’t let your speech sound too rehearsed. Rushing through your speech is bad, and don’t forget to include your competitive advantage!
ELEVATOR SPEECH WORKSHEET

I AM _____________________________________________________________________________________

I AM STUDYING _____________________________________________________AT OKLAHOMA STATE UNIVERSITY.

THE INDUSTRY OF FIELD THAT I AM INTERESTED IN IS _____________________________________________
_________________________________________________________________________________________

I AM CURRENTLY WORKING / HAVE WORKED AS A ____________________________________________
IN THE ____________________ DEPARTMENT AT (ORGANIZATION) ______________________________

MY EXPERIENCE HAS GIVEN ME:  ______________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

SOMETHING UNIQUE ABOUT ME AND/OR MY EXPERIENCES:   ____________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

MY STRENGTHS AND SKILLS (Transferable and Technical):   ______________________________________
____________________________________________________________________________________________
__________________________________________________________________________________________

WHAT I CAN CONTRIBUTE TO THE COMPANY/INDUSTRY: ________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

WHY I AM INTERESTED IN THIS COMPANY/INDUSTRY: ___________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
___________________________________________________________________________________