



# ELEVATOR PITCH WORKSHEET

*An elevator pitch is a way to introduce yourself to a potential employer to give them some idea of your relevant experience, skills, interests and capabilities as well as what you would like to do. The best elevator pitches are tailored to your audience (If in fact you know to whom you are speaking. This is not always possible.) and prompt a dialogue. Elevator pitches usually have a goal in mind, such as receiving a business card, an agreement to connect on LinkedIn or follow up via email or phone the next week.*

*Use this handout to craft your pitch and then PRACTICE, PRACTICE, PRACTICE by yourself, in the mirror, on your smart phone, with a friend, or in Career Services. We will give you tips on what went well and what can be improved.*

## **CRAFT YOUR PITCH:**

Name: \_\_\_\_\_

Class (senior, junior, sophomore, etc.):  
\_\_\_\_\_

Major:  
\_\_\_\_\_

Opportunities that you are seeking:  
\_\_\_\_\_

Relevant experience (work, internship, co-op, projects, labs, volunteer work):  
\_\_\_\_\_  
\_\_\_\_\_

Highlights of skills & strengths:  
\_\_\_\_\_  
\_\_\_\_\_

Knowledge of company (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_

Optional closing/goal (for example: you will ask . . . for a business card, to connect on LinkedIn, a question . . . to gather more information and/or lead to a deeper discussion, etc.):  
\_\_\_\_\_  
\_\_\_\_\_