



Network to Work Meeting

February 2019

ACTIVITY – WRITING YOUR ELEVATOR SPEECH

Instructions: Working on your own, write a draft elevator speech, filling in the blanks below for each element in a way that is similar to this example:

“Hello, my name is Mary Jones and I’m a school library genie. Have you ever gone into a library and you either can’t find your desired book or don’t know what book you want? I’m the smiling presence who makes sure you can always find the book you want.

I’m completing an extensive training program in the field of customer service. I’m greatly enjoying my current experience working in a school library serving children, teachers and parents and I’ve been recognized for the compassion, kindness and organizational skill that I’ve brought to this role. I’m looking to continue working in customer service in a similar setting and I’m wondering if you could recommend any organizations I might consider or people I should talk to?”

Element #1: (name):

“Hi, I’m _____” _____.

Element #2: (Hook - Your career field or area of training, described in a unique or engaging way):

“ _____

_____”

Element #3: (Your most recent relevant experience and successes/ skills):

_____” I’ve been training at _____ where I’ve _____

_____”

Element #4: (Target role):

_____”I’m looking for a position as _____
_____”

Element #5: (The “Ask”):

_____”I’m wondering if you could _____

_____”

(Here are some examples:

- Recommend someone who might be a good person to talk to
- Tell me what it’s like to work at your company
- Tell me what it’s like to work in this field
- Tell me any ideas you might have for pursuing opportunities (in your company / in this field)
- Recommend companies that might be appropriate for me)