Elevator Speech

- Your introduction expresses who you are and what you have to offer an employer.
- Point out what makes you unique as a candidate, your “hook.”
- Be conversational, try not to sound robotic, like a rehearsed speech you have delivered 10 times.
- Practice your introduction aloud - more than once!

Specific Components of an Introduction:

- Name, degree and program
- Any areas of specialization in education
- When you will obtain your degree
- What is your purpose at this event?
- Describe select academic, volunteer and/or work experiences relevant to that employer.
- State your career goals and areas of interest
- What positions are of interest to you?
- What major skills & strengths do you have and which do you want to use?

Let an employer know what you know about them; use pre-research to formulate questions for them. At the very least, have a few basic questions that you ask everyone.

Basics:

- SMILE
- Make eye contact
- Firm handshake
- Take the lead with the conversation
- Ask if they would like to see your resume (don’t shove it at them immediately)
- Ask if and when interviewers are being conducted for the position (if you know they have a specific position you qualify for) – let them know you are most interested in interviewing!
- Ask for a business card – send them a thank you / follow-up communication!
- Ask for referrals to other individuals?

Career Development Center

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