



GRADUATE PROGRAMS

OSU Center for Health Sciences

The Elevator Speech

Elevator Speeches

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: _____