

The Elevator Pitch

Introducing yourself to a potential employer can feel intimidating — but that's where an elevator pitch comes in. An elevator pitch is a short, confident introduction that highlights how you can contribute to an employer's success. Think of it as a 30-second commercial about you — just long enough to deliver during a quick elevator ride.

This activity will help you build an elevator pitch that showcases your strengths in a clear and professional way.

- Check off the skills you already have — or add your own if you don't see them listed.
- Select the three strengths you feel most confident about and write them in the space provided.
- Use the sample script to plug in your top skills and personalize your pitch.

Communication

- ☐ Speaking Clearly
- ☐ Active Listening
- ☐ Writing Reports
- ☐ Public Speaking

Working with People

- ☐ Working well in a team
- ☐ Leading a group or activity
- ☐ Encouraging others
- ☐ Relationship Building

Organizational Skills

- ☐ Time Management
- ☐ Attention to Detail
- ☐ Adaptability
- ☐ Goal Setting

Problem-Solving

- ☐ Creative Thinking
- ☐ Troubleshooting
- ☐ Analytical thinking
- ☐ Resourcefulness

Work Ethic

- ☐ Reliability
- ☐ Punctuality
- ☐ Accountability
- ☐ Positive Attitude

Add Your Own

- ☐ _____
- ☐ _____
- ☐ _____

Leadership Skills

- ☐ Delegating Tasks
- ☐ Training and Mentoring
- ☐ Conflict Mediation
- ☐ Supervising others

Technical Skills

- ☐ Computer literacy
- ☐ Equipment operation
- ☐ Inventory Management
- ☐ Graphic Design

Top 3 skills

- 1** _____
- 2** _____
- 3** _____

Use these skills for your elevator pitch:

"Hi, my name is _____. I'm currently looking for a role as a [occupation] I bring strengths in _____, _____ and _____ and I feel these qualities make me a great candidate for your organization. I would love to speak with you about upcoming employment opportunities."