

How to Write a 30-Second Elevator Speech

An **elevator speech or pitch** is a brief summary used to quickly define a person, service, product, etc.

Start writing your 30-second elevator speech by answering the following questions. Then use the answers to write a message that you can share with someone in 30 seconds.

Use these tips in person, on the phone, with audio or video, and online.

Question:

Answer:

1. **Who are you?** _____
2. **What are you looking for in a job?** _____
3. **What are your skills?** _____

4. **What do you want?** _____
5. **What can you offer?** _____
6. **Ask for help.** _____
7. **Thank them for listening.** _____

Here is an example of a 30-second elevator speech used by someone looking for a job.

Hello, my name is Dan Lehmann and I am a machine tool operator who is presently between jobs. I have 19 years of experience in machine tooling, and I can read and interpret blueprints. I can set-up, operate, and program CNC machines. I can also maintain the machines. I noticed that you work in this company and was wondering if you are familiar with the Human Resources Manager or the person responsible for hiring operators because I would like to get my resume to that person. Are you aware of any job openings that would require my skills? I appreciate your taking the time to listen to me, and would appreciate any help that you can give me in my job search. *(Offer a handshake as you end with)* Have a great day.