

Green Training Associates LLC Elevator Pitch Template

Pre-Program Assignment

- It should be 60 seconds or less, with about 75 words.
- It answers the question: Tell me about yourself - An icebreaker to open the interview conversation.
- Where to start?
 - Figure out who you are. First and foremost, you need to know who you are as a professional. ...
 - Know your strongest skills and experience. Your strengths are what will get you in the door.
 - Explain how you're an asset to the company. ...
 - Be clear and confident.

<ul style="list-style-type: none"> • Know exactly what you want to achieve. ... • Tell your story. ... • Eliminate jargon. ...avoid niche words and phrases • Make it conversational. ... • Time yourself. ... Record yourself. ... • Practice your pitch with your friends, colleagues. 	<ul style="list-style-type: none"> • Let it sit. ... • Highlight the good stuff. ... • Put the best pieces together. • Clearly explain your skill (benefit to employer). • There should be a goal (or an 'ask') • Take your time.
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Elevator Pitch Elements	My Personal Elevator Pitch
<p>Who are you? Start by introducing yourself. ... Give your full name, smile, extend your hand for a handshake and add a pleasantry like, "It's nice to meet you!"</p>	
<p>What do you do? Provide a summary of your background with most relevant information for your target audience (with whom you are speaking). Explain why you've got what your audience may be looking for:</p> <ul style="list-style-type: none"> • your education • work experience, any key specialties or strengths • your accomplishments (credentials, certifications) • What's the common thread in your experience? • Identify one or two transferable skills where you excel. 	
<p>What do you want? Explain your what you want from your next job or this interaction: The "ask" of your pitch could be consideration for a job opportunity, internship, or get contact information. Explain your value, why you're a good fit for a job, or what they have to gain from your interaction.</p>	
<p>Finish with a Call to Action: Conclude your pitch by asking for actions such as express interest in a job, gain a new insight, ask for a meeting, confirm you've fully answered an interview question, or ask someone to be your mentor. Asking for what you want can be scary however you will be seen as proactive and professional. Tip: Make the ask simple with little required on their part, since you have just been introduced.</p>	
<p>Follow Up: Gain credibility by doing what you say you're going to do, when you say you will do it. Send a thank you and reminder request.</p>	