**Elevator Speech**

#1 Write it down

#2 Practice it

#3 Use it

An elevator speech is a way to share relevant information about yourself and your job search in a concise way. It can help you answer the dreaded question, “Tell me about yourself” in a way that highlights your strengths and lets people know about the types of opportunities you’re seeking.

**Here is an example:**

Hi, my name is Kim Yee. I just moved here with my family from out of state. I’m currently looking for opportunities to work in the retail industry. In the past, I worked for Target and Bomgaars. I really enjoy helping people and I am interested in learning about what opportunities exist in this area. Can you tell me about yourself?

**Practice writing your own:**

Who are you?

What do you do? OR What brought you to this situation?

Why should the person you’re talking to care?

What do you want?