**Elevator Speech For Advancement**

#1 Write it down

#2 Practice it

#3 Use it

An elevator speech is a way to share relevant information about yourself and your desire for professional growth in a concise way. It can help you highlight your strengths and lets people know about the types of opportunities you’re seeking.

**Here is an example:**

Hi, thank you for taking the time to meet with me today. I have appreciated working for the company the past year and I am looking to continue to grow in the company. I have really enjoyed \_\_\_\_and I am interested in taking on a leadership role by training the other staff and overseeing their work.

**Practice writing your own:**

Greeting and thank yous

What you are looking for

Supporting Strengths

Why should the person you’re talking to care?

What do you want?