

ELEVATOR SPEECH

An **ELEVATOR SPEECH** is a clear, brief message or “commercial” or “advertisement” about you as a professional. On average, elevator speeches take 30 seconds, the time it takes people to ride from the top to the bottom of a building in an elevator.

SAMPLE ELEVATOR SPEECH OUTLINE

These 8 speech topics will help you to write a carefully planned and prepared presentation that grabs attention and says a lot in a few words. Use each idea to write one brief sentence.

ABOUT YOU

1. Opening greeting, statement, or question that is attention grabbing
2. Tell who you are: Describe you and your experience
3. Tell what you do and describe it with enthusiasm and confidence

WHAT DO YOU OFFER

4. Tell about problems you have solved or contributions you have made
5. Offer a vivid example

WHAT MAKES YOU SPECIAL

6. Tell what very special service, product or solutions you can offer
7. What are the advantages of working with you? How do you differ from others?

ASK

8. Ask the company about what positions are available and what type of candidate the company is looking for

NARROW IT DOWN

1. Hello, my name is _____ and I am a _____ (freshman/sophomore) at _____ High School.

2. I am interested in a career or position as a/an _____ in the _____ (industry/field).

3. I have been involved/employed by _____ (volunteer organizations, employer) in _____ (position).

4. And developed skills in _____. I have been in an internship/volunteer/employment position as a _____ with _____ and discovered that I really enjoy _____.

5. Could you tell me more about _____ (the company/positions that are open).

PRACTICE IN A MIRROR, ON YOUR PHONE, AND WITH A FRIEND!

DON'T HAVE A WORK EXPERIENCE?

Young Adults between the ages of 16 to 24 have an opportunity to gain experience through Workforce Solutions for Tarrant County. **RISE UP** is a program that can provide young adults with a paid/unpaid Work Experience with an opportunity to train at an employer's site to gain skills and/or a letter of recommendation that can help with job placement. Please visit www.workforcesolutions.net for more information.

If you don't have any work experience, there are a few ways to get involved. A great example would be taking the time to volunteer at a local **ANIMAL SHELTER, FOOD PANTRY, SALVATION ARMY,** and **GOODWILL**. If you are still in high school, there are a variety of clubs and activities that you can sign up for.

EXAMPLES OF EXTRACURRICULAR ACTIVITIES

- ASL Club (American Sign Language)
- AVID Club (Advancement Via Individual Determination)
- Best Buddies
- Business Professionals of America
- Chinese Club
- Class Councils
- Community Service Ambassadors
- Debate Team/Club
- DECA (Distributive Education Clubs of America)
- FCCLA (Family, Career, and Community Leaders of America)
- FFA (Future Farmers of America)
- HOSA (Health Occupations Students of America- Future Health Professionals)
- MSA (Muslim Student Association)
- National Art Honor Society
- National Chinese Honor Society
- National German Honor Society
- National Technical Honor Society
- PALS (Peer Assistant Leadership Students)
- School Newspaper
- Robotics Team
- Student Council/Leadership
- Band
- Choir



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