Make Your Introduction Count: *Elevator Pitch Handout*

Updated on 11/6/2026

What is an Elevator Pitch?

An elevator pitch is a brief, confident introduction that explains who you are, what you're studying, what you're interested in, and what you're looking for.

- Typically takes 30–60 seconds to deliver.
- Provides an opportunity to introduce yourself professionally.
- Helps communicate your interests, strengths, and goals.
- Can be used when meeting employers, networking, attending career fairs, or exploring career opportunities.

An effective elevator pitch helps you:

1. Introduce yourself professionally.
2. Communicate your skills, interests, and experiences.
3. Build confidence when speaking with employers.
4. Create meaningful professional connections.
5. Communicate what opportunities you are seeking.
6. Start conversations that could lead to future opportunities.

Four Parts of an Elevator Pitch

1. Who you are: introduce yourself and share your academic background.
2. What you are studying or involved in: mention your major, expected graduation date (if appropriate), and relevant experiences.
3. What interests you: share your career interests, strengths, skills, or areas of passion.
4. What you are looking for: clearly communicate your goal or what you hope to gain from the conversation.

Example of an Elevator Pitch

"Hi, my name is Jordan, and I'm currently studying Business Administration at Central Carolina Community College. I'm planning to graduate next spring. Through my coursework and previous customer service experience, I've developed strong communication, organization, and problem-solving skills. I'm particularly interested in human resources and learning more about how businesses recruit and support employees. I'm hoping to connect with professionals in the field and learn about potential internship opportunities. I'd love to hear more about your experience!"

Tips for Delivering Your Elevator Pitch

- Speak clearly and at a comfortable pace
- Avoid sounding overly rehearsed or memorized
- Show that you are engaged in the conversation.
- Share relevant details instead of general statements
- Use your own words and personality
- Practice
- Become comfortable introducing yourself in different situations

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Put Your Skills into Action! Create Your Own Elevator Pitch using the template below.

Step 1: Introduce Yourself

My name is _____

I attend _____

I am studying or exploring _____

Step 2: Share Your Experience

One experience I can talk about is _____

Two skills I developed are _____

Step 3: Identify Your Strengths

One strength I have is _____

Another strength I have is _____

An example of how I have used one of these strengths:

_____

_____

Step 4: Explain Your Interests and Goals

A career field or industry that interests me is _____

I am interested in this field because _____

Step 5: Share What You Are Looking For

I am currently looking for _____

One thing I would like to learn or ask is _____

Step 6: Put It All Together

Use your answers from Steps 1–5 to create your own elevator pitch.

_____

_____

_____

_____

_____

Step 7: Practice and Polish

Read it out loud and make changes so it sounds natural.