

### Exercise - Tool #3: Networking Skills – Constructing your elevator speech

⇒ Write down short answers to the following questions. Remember, you want to answer these questions in a coherent way that highlights your potential...in 30 seconds. Stick to the basics. Avoid elaborate embellishments. You can always fill in details if the conversation continues.

## EXERCISE#3

#### Informational facts about you

**Who am I? (Be sure to include your name and where you go to school!)**

**What are one or two relevant, interesting things that I have done recently?**

**What do I want to do?**



⇒ Next, use the data to present yourself. Try arranging the facts in a few different ways until you find one that feels natural and engaging. Write the outline below. Then repeat this process for a more specific type of audience (potential employer, potential informational interviewee, etc.).

**General Audience**

**Outline of my elevator speech (1):**

**Specific Audience**

**Outline of my elevator speech (2):**

⇒ Practice verbalizing your speech, but don't memorize it word-for-word. You want to be comfortable with the main points but flexible enough to engage in a natural conversation and adapt to the interests or background of the person with whom you are interacting.

