Endorsed Career Ready Graduate
Completion Checklist for Elevator Speech

☐ Extend a handshake to introduce yourself
☐ My name is ________
☐ I am a _______ (class standing)
☐ Majoring in __________
☐ I’m looking for ________ (reason for attending fair/event/etc.)
☐ Where I can ____________ (goals, use skills)
  o Demonstrate knowledge of company/industry and how skills and experiences relate to position/company
☐ Has prepared questions to ask employer such as:
  o “What skills would the ideal candidate have?”
☐ Close the sale
  o “What is the best way to follow up with you?”