



LEARN HOW TO INTRODUCE YOURSELF

KWKURU... HYHUR... WDNHW... RIR... RDOLD...

Table with 4 columns: Name (e.g., 8, /, 1 (6)), Title (e.g., 7REH...), Location (e.g., WKDX...), and Contact Info (e.g., v :2 RXDUH). Rows include various individuals like RXDUH, YHWRRIHU, DUH81,48, and YHD2\$. Each row contains a list of contact methods (v) and a detailed address block (e.g., (83/ (8P-DE6P...)).



PUTTING IT ALL TOGETHER

Analyze your audience and become familiar with the skills, experience, education, work style, etc., you would be expected to have based on the type of field you desire to work. Also, understand what the job entails and the company's obstacles. By understanding these things, you can determine how your skills relate to the needs and the requirements of the company and the position and position yourself to create a Pitch that the listener will care about.

Who

Describe **who** you are...

"Hi, I'm Karen Smith (offer a strong handshake), a senior at Western Connecticut State University majoring in marketing."

What

Describe **what** you have to offer...

"Last summer I completed an internship and I am hoping to find a second internship for my final semester. I hope to be able to learn more about contracts and legal procedures regarding corporate business."

Why

Describe **why** you are unique...

"I've maintained a GPA of 3.8 while attending school full-time and working a part-time job. Because of that, I feel my organizational and time management skills could benefit an employer."

GOAL

Have a **goal** in mind...

"I am hoping you might have an internship available at your firm, or know of anyone who may be looking for someone with my background. Would you happen to have any ideas or advice for someone like me? Here is my business card."

PUT IT ALL TOGETHER

Use this space to combine all of your answers and create your **final pitch**...

You never know when you will come in contact with a person who can help make a difference in your career. By fine-tuning your pitch with this template, you can put the pieces together and formulate an intelligent, informative Elevator Pitch that will convey your professionalism and desire to succeed. Think about a "WOW Factor" that can help you stand -out from the crowd and use that to catch the listener's attention. Start by writing your answers for each question in the boxes provided, then combine all of your answers in the final space below.