

# And I Am...

*A quick guide to creating an elevator speech about you and your goals*

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*For Professional Meetings or Events*

## **Define your goal**

What have you come to this meeting to do? Maybe several things. Write them here, and then pick one to focus on.

## **Craft your speech**

Introduce yourself and your goal.

My name is [name] , and I'm a [level in school] at [school] , working with [advisor] on [if applicable, project subject in one phrase!]. I am \_\_\_\_\_ [[your goal! looking for employment in consulting when I graduate in May // looking to learn more about graduate school // interested in learning more about your research]].

Your turn:

## **The follow-up question**

Have a question in mind to follow up with (or ask the question first, and then describe yourself when there is an opportunity).

Sample questions:

What do you think is a particular strength of \_\_\_\_ (the company / graduate department)?

What advice do you have for an undergraduate applying for their first job in industry?

What is an aspect of your job that you particularly like?

Your own questions related to your goals at this meeting:

1)

2)

3)



**Listen**

Remember to use a key, super important, super useful, may we say essential, skill: **listen**.

Things you will be listening for:

Go forth and network!

