INdorsed 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)
  ○ Demonstrate knowledge of company/industry and how skills and experiences relate to position/company

☐ Has prepared questions to ask employer such as:
  ○ “What skills would the ideal candidate have?”

☐ Close the sale
  ○ “What is the best way to follow up with you?”