



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)
 - 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?"



CAREER SERVICES

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE