

Professional Introductions

Imagine that you are in an elevator with the one person who can make your next career move possible. You have about 30 seconds to convince this person that you are right for the job. What would you say?

This is the premise behind the elevator pitch, or the 30-60 second commercial, and is a way to introduce who you are as a professional to any new person. Remember that your professional introduction pitch should really be a conversation and flow naturally. It should include essential elements such as:

- **Your name, your current level of education, area of interest, your skills and abilities, goal, and asking for a meeting.**

Take the opportunity to work on your professional introduction using the following outline.

1. **Who are you:** (name)

2. **What you want:** (type of work, career, industry, information)

3. **What do you bring to the table:**
 - a. **Skills:** (3-5 skills)

 - b. **Value:** (1 value)

4. **Putting it all together for you Professional Introduction:** (write it)

For further information about networking, elevator pitches or informational interviews, contact Kalamazoo Valley Career and Student Employment Services: 488-4040.

Samples

Work experience:

“Hi, my name is Henry and I have extensive experience in the accounting field. While working in the banking industry, I developed skills in budget management and data entry. I am passionate about finance and eager to incorporate my skills and interests to increase your company’s profit. Can you tell me more about your company?”

Hi my name is Emily. I have work experience in the human resources field where I used my training and development expertise to develop a new onboarding program. My ability to change gears and understanding of diversity has contributed to my success at work. I am enthusiastic about the recruiting process and assisting new staff members become acquainted with their new work environment and the organization’s culture. What kind of qualities do you look for in a candidate?”

Recent Graduate:

“Hi, my name is Sarah and I am a graduate from Kalamazoo Valley Community College. My education concentrated in the areas of marketing and business. This education and work experience at Meijer has allowed me to develop skills in merchandise development and design. I will bring my passion for creativity and effective project management to your company. What is best about your job?” Can you tell me how you got your start in this industry?”

“Hi my name is Devon. My strong organizational skills have contributed to my success in finishing my social work degree. I was able to complete an internship at the Department of Human Services where I used my communication skills to develop rapport with clients. My desire to work in this field became clear when I volunteered for a semester at the local boys and girls club. What is some advice you would give someone entering this field?”

Talking points:

- **Who you are?**

Hi, my name is _____.

I have extensive experience in _____ field/industry.

My educational background is in _____.

- **Why are you interested in the company/position/field?**

I am passionate about _____ and value _____.

Your companies _____ really appeals to my interest in _____.

You companies work with _____ reflects my value of _____.

- **Why you are qualified?**

My education/experience has allowed me to develop skills in _____, _____ and _____.

- **What can you do for them? (Value added)**

These skills and experiences will enhance _____.

I am eager to use my skills in _____ to increase your companies _____.