



## Coffee break exercise: **MY ELEVATOR STATEMENT**

An 'elevator statement' is a few sentences about you, your skills, your experience and the type of role you're looking for. It's useful to prepare an elevator statement before networking with contacts about your job search. It can also be a useful way to kick start your interview preparation, or to help you start drafting your CV and cover letter.

The idea isn't to learn your statement by heart and repeat it word for word, but it's a good way of prompting your thoughts and working out how best to present yourself to others.

### **What to do**

Imagine you arrive at a building for a meeting and get in the lift alongside someone you don't know. They seem friendly and approachable. It crosses your mind that they might be the managing director or a recruitment manager. They turn to you and say 'Hi. What do you do?'

What would you like to tell them? (You've got just around 30 seconds before the lift arrives at your floor!) Prepare your thoughts, then practice with someone so that you become more familiar with what you want to say and more confident in saying it.

### **The following sentences may help prompt your thinking:**

Hello, my name is ..... and my background is in .....

My main skills are .....

Qualities I bring to my work are .....

I enjoy .....

The work I would love to do is .....

I want to learn more about .....

I am training to be ...