



Preparing your Elevator Pitch

A personal elevator pitch is a quick summary of yourself – it's named for the amount of time we should take to deliver it, the duration of a short elevator ride (around 30-60 seconds).

Elevator pitches are important as they demonstrate your background and what you're looking for in your next role. One way this can be phrased in a job interview is with the question "tell me about yourself".

An elevator pitch can be used to provide a summary of your work history, achievements and what makes you stand out from other applicants.

Your elevator pitch should answer the following questions:

- Who are you?
- What do you do?
- What do you want?

For example...

"Hi, my name is Jane. I am a contracts manager, specialising in building successful business and supplier relationships through accurate and timely recommendations. Along with my 7 years of professional experience, I recently completed an MBA with a focus on customer trust and retention. I find the work your business does to be innovative and would love the opportunity to use my expertise to work for your company."

"My name is John Smith, I understand your company is constructing new buildings in the city. I am a trade qualified builder with over 15 years of providing quality construction support for a variety of tier 4 building companies in Perth. I am confident that my skills and experience can meet and exceed your expectations."