Use the following template to build and practice the elevator pitch and STAR method.

**What is an elevator pitch?**

A brief, 30-second way of *introducing yourself*, getting across a *key point or two*, and making a *connection* with someone.

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| **Who Am I? – Name and background relevant to job** |
| **Here are some options you might consider:**Hello. My name is \_\_\_\_\_\_\_\_\_\_\_. I have \_\_\_\_\_\_\_\_\_\_\_ (degree/education) in \_\_\_\_\_\_\_\_\_\_\_. I work as a \_\_\_\_\_\_\_\_\_\_\_(title) at \_\_\_\_\_\_\_\_\_\_\_ (company name).Hello. My name is \_\_\_\_\_\_\_\_\_\_\_. My background is \_\_\_\_\_\_\_\_\_\_\_\_\_ in (industry/field), and my work focuses on \_\_\_\_\_\_\_\_\_\_\_\_ (specific field).Hello. My name is \_\_\_\_\_\_\_\_\_\_\_. I work as a \_\_\_\_\_\_\_\_\_\_\_(title) at \_\_\_\_\_\_\_\_\_\_\_ (company name). |
| **Experience & Qualifications** |
| **“I have…..”*** Education/Training/Certificates
* Experience
* Job/Industry Knowledge

Example: I have a culinary certificate and am ServeSafe Certified. I have experience working in fast paced kitchens. I know about food safety, the importance of preparing ingredients and cooking to the proper temperature.  |
| **What You Can Offer** |
| **Share your soft skills, hard skills and technology skills:****“I have…..” “I can…..” “I am…..”**Example: I am a ***resourceful*** problem solver, I can work every station in the kitchen, and I have a passion for working on a team. |
| **Goals**  |
| **Say you are looking for their job:**I am exploring opportunities in \_\_\_\_\_\_\_\_\_\_\_\_ (desired role, position or industry)Example: I am exploring opportunities in the restaurant industry. |

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| **Additional Resources**  |
| [Common Job Interview Questions](https://hbr.org/2021/11/10-common-job-interview-questions-and-how-to-answer-them?utm_medium=email&utm_source=circ_other&utm_campaign=yearinreview2022_actsubs_best_20221215&tpcc=yir2022&deliveryName=DM236992) [Questions to Ask in an Interview](https://hbr.org/2022/05/38-smart-questions-to-ask-in-a-job-interview) [STAR Method](https://novoresume.com/career-blog/interview-star-method) |

What is the STAR method?

A *structured response* that *answers behavioral interview questions.*

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| **STAR Method** |
| * **S-** situation
	+ Set the scene
		- What’s the context? Describe the situation or the background first.
 |
| * **T-** task
	+ Describe your role/responsibilities
		- Talk about your responsibilities or the tasks you had to complete (i.e. what was the challenge for the specific task?)
 |
| * **A -** action
	+ Show what skills you employed to address the challenge
		- How did you fix the situation? Describe your process and the steps you took.
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| * **R-** result
	+ Share a positive outcome
		- Describe the results of your actions. If possible, use numbers or hard data (e.g. by what % did you increase the overall sales? What changed?).
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