



## Elevator Pitch Worksheet

*“Tell me about yourself!”*

**Step 1:** Write 3-5 bullets about yourself for each category.

**Step 2:** Star or circle the top 6-10 bullets across all categories that show you are a great fit for the job (only 1 or 2 from Personal).

**Step 3:** Rearrange the order of your bullets to create your story (start by introducing present involvements, then explain your past experiences, and lastly conclude with future goals).

**Education:** *School, Major, Minor, Certs, Classes*

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Experiential:** *Clubs, Research, Projects, Hobbies*

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Professional:** *Jobs, Internships, Co-ops, Experiences*

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Personal:** *What makes you special/different?*

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Present:**

**Past:**

**Future:**