

Elevator/Stump Speech Worksheet

Answer the following questions; write down everything that comes to your mind.

1. What is your name and some key facts about yourself?
2. What are your key strengths/skills or do you have a work history or training you would like to mention.
3. What adjectives come to mind to describe you or what makes you different from others who may be seeking a job?
4. What is it you are trying to let others know about you or how can you benefit and employer from your skills, abilities based on previous accomplishments?

Now summarize your four answers into short, powerful sentence for each question. Eliminate unnecessary words. Connect the sentences to each other so that they flow together as "YOUR Story"