



**POLYTECHNIQUE  
MONTRÉAL**

TECHNOLOGICAL  
UNIVERSITY

Career Counseling Department

# PREPARING AN ELEVATOR PITCH

An elevator pitch is a quick way to introduce yourself to employers. It's your chance to highlight what you have to offer.

- The pitch should not exceed **30 seconds** (i.e., just enough time to ride an elevator with a future employer). You've got half a minute to convince them!
- It should attract the other person's attention and pique their curiosity—at least enough to land you an interview.
- You want to recap your education, your strengths and your goals.
- You should be ready to answer questions and take the conversation further if you get the chance.
- The secret to a great pitch is to adapt your message to the person you're talking to (HR recruiter, engineer, technician, etc.).
- This is something you want to practice again and again.

Things to include in your elevator pitch:

- Your education
- Your work experience (if you gained transferrable skills)
- Your personal qualities, accomplishments and role in integrative projects
- Your participation in student committees or technical societies
- Your interests (academic research, science, electronics, theatre, singing, etc.)
- Social activities or volunteering
- Sports activities
- Your favourite academic subjects and why
- Etc.

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⇒ Don't memorize a script or talk too fast. Take your time, use complete sentences and keep the tone natural.

⇒ Keep your sentences short.

⇒ Don't brag or exaggerate.

*Reminder:*

To make a great first impression:

- Take care of your appearance and smile.
- Pay attention to your body language.
- Stand confidently and offer a firm handshake.

**Here are two examples to help you prepare your 30-second elevator pitch:**

Hi, my name is \_\_\_\_\_ (your first and last name) and I am a \_\_\_\_\_ (third-year student / recent graduate in XXX engineering). \_\_\_\_\_.

I had the opportunity to \_\_\_\_\_ (do an internship in the field / participate in an integrative project / attend a presentation made by a member of your company / etc.).

I'm currently \_\_\_\_\_ (looking for a job / looking for an internship / etc.) and I will be available \_\_\_\_\_ (specify when).

I'm really interested in \_\_\_\_\_ (tasks related to what you want to do / type of workplace / type of assignments / etc.).

I did some research on your company and I noticed that \_\_\_\_\_ (highlight any crossover between what the company does and what you're interested in doing).

I was wondering if you could tell me more about \_\_\_\_\_ (briefly introduce your first question for the interviewer).

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My name is \_\_\_\_\_ (your first and last name) and I'm starting my \_\_\_\_\_ year in \_\_\_\_\_ engineering.

Since I'm passionate about \_\_\_\_\_, I read that your company specializes in \_\_\_\_\_. That's something that really interests to me.

I'm particularly interested in \_\_\_\_\_ (tasks, projects, assignments, etc.).

I'm someone who is \_\_\_\_\_ (qualities, such as hard-working, a good team player, etc.) What qualities are you looking for in student interns or employees?

I'd be interested in working for your company. Here' my resume. Would it be okay if I emailed you to follow up?