

Elevator Pitch – Presenting Yourself Worksheet

Instructions: Fill out BEFORE attending the workshop so that your “pitch” can be reviewed and practiced right away. Workshop time will be spent practicing and adjusting your pitch with expert feedback from the facilitator and the feedback you gain from your peers as you practice with each other.

| | |
|-------------------------|--|
| Hi, my name is | |
| I will be graduating in | |
| with a degree in | |
| from | |

| | |
|--|--|
| I have relevant experience doing/with/in | |
| where I | |

| | |
|-------------------------------------|--|
| My biggest accomplishment has been | |
| My most recent project/job has been | |
| My main interest is in | |

| | |
|---------------------------------|--|
| Results of my research included | |
| On my project/job I improved | |
| from XX% to XX% | |

| | |
|---|--|
| I would like to speak with you in more detail about | |
| I am interested in finding out | |
| Can you tell me more about | |

EXAMPLES:

During my project I led a team of 5 Mechanical Engineering students to design and build a stirling engine. I assisted the team with AutoCAD design, calculations, 3D printing and troubleshooting the first model. I helped solved the issues in the first design to rebuild and machine the final design. As a leader, I managed the costs and timeline of the project, and represented the team while working with advisors, vendors, and the University of Toledo's departments as needed.

My XXX (co-op, project) was at ABC Manufacturing where I collected data and performed analyses for the building of a new XXX plant. To start with, I studied the motor plant's layout and analyzed the possible outcome for the establishment of a new manufacturing facility. Then I Finally, I implemented Shortest Processing Time (SPT) to improve the efficiency of production. Once implemented, my recommendations provided an improvement in XXX from XX% to XX%.

Hi, my name is Kim Yee. I will be graduating in December 2017 with my Professional Science Master's degree in Green Chemistry and Engineering from the University of Toledo. I have relevant experience in sustainability issues with regards to environmental policy developed within supply chains. Most recently, I interned with ABC Chemical Co. where I analyzed their current supply chain for opportunities to incorporate sustainability measures without going over budget. The company reviewed and adopted my proposal, bringing them in compliance with new sustainability mandates in their industry. I am interested in finding out if your company will be needing to analyze current sustainability measures or compliance in your supply chain?

Working Notes and Ideas