**Your Power Greeting**

**Elevator Pitch ~ 30 Second Summary ~ 60 Second Commercial**

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In the job search world, professional introductions have several labels: a power greeting, a 30-second summary, an elevator speech, or a 60-second commercial. While they may have different names, there is a set formula to follow. A professional introduction should include:

* Name
* Class/Status (senior, alum, etc.)
* Major/Degree
* Opportunities that you are seeking
* Relevant experience (work, internship, volunteer work)
* Highlights of skills and strengths

Introducing yourself in an effective way to people who don’t know you arises often. The statement you make at this time is known as your Power Greeting. What you say in this moment will set the tone for the rest of your interaction.

Practice your introduction so you appear polished and poised. Practice allows you to have the confidence for a productive conversation.

Here’s a template to help:

Hello, my name is \_\_\_\_\_\_\_and I working on my degree in \_\_\_\_\_\_\_ at UMSL (if you have a specific concentration) with an emphasis in \_\_\_\_\_\_\_ and will graduate in \_\_\_\_\_\_\_.

I have \_\_\_\_\_\_\_\_semesters/years/months/etc. experience in the field of \_\_\_\_\_\_\_and through \_\_\_\_\_\_\_I have discovered that I excel at \_\_\_\_\_\_\_.

I chose this field because \_\_\_\_\_\_\_.

I believe that I can contribute to your organization by \_\_\_\_\_\_\_.

Sample with changes to personalize:

Hello, my name is *Patrick Mahomes* and I working on my degree in *Business Administration* at UMSL with an emphasis in *Finance* and should graduate in *May 2024*.

*I just finished a summer internship at Boeing*, giving me experience in the field *through exposure and work in various finance functions*. I have discovered that I excel *in compliance and know that this can translate to other valuable skills within a variety of organizations*. I chose this field because *I knew I would gain the skills to work in public, private or nonprofit sectors.*

I believe that I can contribute to your organization by *offering a combination of the skills I gained from my internship and my finance degree.*



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 *Information adapted from NACE, Marquette University, and UNCFSU*