

Elevator Pitch Template

An Elevator pitch is 30-60 seconds about *who you are*, *who you help*, and *how you help* them. It is a perfect introduction and answer to the interview question, “Tell me about yourself.” Below is a worksheet to help draft your elevator pitch.

Prompt	Example Template	Your Response
Who are you? List your name, school and area of study.	<i>My name is _____ (your name) and I am attending the _____ (program of study) program at _____ (college/institute name).</i>	
What is your goal? Anything you're passionate about? Share any career goals or academic plans. Include relevant experience.	<i>I am looking to pursue a career as a(n) _____ (job title you're seeking) and utilize my knowledge to _____ (what are you hoping to do?) .</i>	
How can you help? Demonstrate what you can do for the employer. Speak to any relevant skills/experience/education that you bring to the job that would be helpful to them.	<i>I was excited to learn about this opportunity at _____ (company name) because I can bring my passion and knowledge of _____ (training specific knowledge) to the role and assist with _____ (what do they need help with?).</i>	
Write your complete elevator pitch here:		
Example Elevator pitch: <i>I'm David Spades and I recently graduated the Aviation & Powerplant program at Universal Technical Institute. I am looking to pursue a career as an A&P mechanic and utilize my knowledge to maintenance and repair aircraft. I was excited to learn about this opportunity at Delta Airlines because I can bring my passion and knowledge in aircraft engines, landing gear, and brakes to the role and assist with any maintenance and repairs.</i>		

Interview Questions- Examples

Situational / Scenario Based

1. What would you do if an important task was not up to standard, but the deadline to complete it had passed?
2. What would you do if you disagreed with the way a manager wanted you to handle a problem?
3. What would you do if you were assigned to work with a difficult customer?
4. How would you handle working closely with a colleague who was very different from you?
5. How would you handle it if the priorities for a project you were working on were suddenly changed?
6. What would you do if a boss or co-worker blamed you for a mistake that you were not responsible for?
7. What would you do if an angry customer approached you and demanded an immediate resolution to their problem?
8. How would you proceed if your boss asked you to complete a task that you had never done before?
9. What would you do if you were made aware of a co-worker being dishonest or stealing from the company?
10. What would you do if a customer asked you about a product or service and you were unsure of the answer?

Behavioral based questions

1. Share an example of a time when you failed. What did you learn from the experience?
2. Give me an example of a time you had a conflict with a team member. How did you handle it?
3. Tell me about a time you made a mistake at work. How did you resolve the problem, and what did you learn from your mistake?
4. Describe an occasion when you had to manage your time to complete a task. How did you do it?
5. Describe an occasion when you failed at a task. What did you learn from it?
6. Describe a time when you were responsible for a task you didn't receive training on and were unsure how to complete. How did you handle it?
7. Share an example of a career goal you had. What steps did you take to achieve it?
8. Give an example of a time when you had to make a difficult decision. How did you handle it?
9. Tell us about a time when you solved a problem at your job that wasn't part of your job description.
10. Tell me when you took on a leadership role. What was the outcome?

Interview Prep – STAR Method

	SITUATION Describe the situation, context, and background	TASK Describe what was required of you	ACTION Describe what you did, how you did it, and tools you used	RESULT Describe what was required of you
Give me an example of a time you had a conflict with a team member. How did you handle it?				
Tell me about a time you made a mistake. How did you resolve the problem and what did you learn?				
Describe an occasion when you had to manage your time to complete a task. How did you do it?				
Give an example of a time when you had to make a difficult decision. How did you handle it?				
Tell me about how you worked effectively under pressure.				
Tell me about a time you disagreed with a coworker/classmate/teacher. What did you do?				

Interview Preparation Checklist

Interview Documents

- ☐ Updated Resume
- ☐ Driver's License/Motor Vehicle Record
- ☐ Prior Addresses
- ☐ Employment History
- ☐ SSN card
- ☐ Copy of diploma/transcripts
- ☐ Certificates
- ☐ List of References

Interview Outfit

- ☐ Slacks (docked or dickie style)
- ☐ Button up shirt or polo
- ☐ Nice shoes – Boots, loafers

Interview Preparation

- ☐ Research the company
- ☐ Prepare follow up questions
- ☐ Create and practice your Elevator Pitch
- ☐ Review job description and practice responses