

Career Narrative ("Elevator Pitch") Template

This opening statement gives you the opportunity to highlight your skills, experience, and accomplishments and to let people know what you are interested in doing next. Use the phrases in parentheses as suggested prompts for how you might describe sections of your career narrative.

I have (number of years/solid/recent/relevant) experience in (role/field/industry):
With expertise in (functions or capabilities):
I am particularly good at (strengths or unique professional qualities):
As a result, I have been able to (results/accomplishments related to job):
I have also worked as/for/with (roles or types of organizations/industries):
For my next career goal, I am interested in: