Two-Minute Commercial, aka "Elevator Speech"

The two-minute commercial is designed to answer the first question most interviewers ask. "Tell me about yourself" it also allows the job seeker to share with the interviewer the most important thing they want to know — "Why should I hire you?"

The two-minute commercial is made up of four parts:

Personal and Education (15 seconds)

This part is used to give the interviewer relevant information concerning you personally and about your educational background. This does not include personal information such as marital status, children, etc. This does include information such as: hometown or state and/or personal attribute(s). The education should be either the latest obtained and/or major field if relevant to job objective.

Early Career/Life Experiences (15-30 seconds)

This part is used to share with the interviewer past work and life experiences relevant to the job objective.

Recent Work History/Life Experiences (45-60 seconds)

This is the most vital part of the two-minute commercial. This is the time for the job seeker to relate to the employer two accomplishments/results of the job seeker that indicate why he/she is the best candidate for the position sought.

4. Why you are here (15-30 seconds)

This is used either at the beginning or end of your two minute commercial, depending on the question asked by the employer. In this part, the job seeker speaks with enthusiasm that he/she is here for the specific position sought.

Example

My degree is in finance and I will be graduating this December. While attending college, I worked 25 to 30 hours a week. I spent the last 4 semesters working in a cooperative education position for Hastings in their accounting and finance department. I was able to get "hands-on" experience in cost accounting, cash-flow analysis, and budget development, and assisted in preparing client proposals.

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The Complete Guide to Speaking in Public Sian Howells, 2008-10-09 Been asked to speak in public Don t know where to start Nervous Here is the complete guide to speaking in public which offers advice on writing your speech presenting it and tips for specific types of speeches e g best man or school presentations It also includes advice on overcoming nerves voice projection and preparation An essential guide for anyone who has to stand up in public and speak Rhetorical Communication James C Mccroskey, 2015-11-19 An Introduction to Rhetorical Communication offers a true integration of rhetorical theory and social science approaches to public communication This highly successful text guides students through message planning and presentation in an easy step by step process An Introduction to Rhetorical Communication provides students with a solid grounding in the rhetorical tradition and the basis for developing effective Last Minute Speeches and Toasts Andrew Frothingham, 2000-10-27 In Last Minute Speeches and Toasts messages Andrew Frothingham gives you useful tips and ideas on how to make a winning last minute speech or toast You ll find helpful advice and reassurance including Tips on how to choose and use quotes and jokes within the speech or toast Six last minute resources to use Little known tricks of toasting Killer openers to launch your speech or toast in the right direction Seven facts that can spice up almost any speech really Easy to use event specific material Whether it s an awards banquet toast or a keynote speech whether it s serious or funny or anywhere in between Last Minute Speeches or Toasts is your lifeline your key to a perfect presentation Processing Public Speaking A. Kanu, D.A.; S. Durham, M.A., 2014-04-01 Processing Public Speaking covers all the traditional topics and offers much more including chapters on public speaking traditions public speaking as communication process processing the introductory speech processing technology in public speaking processing listening oral interpretation analyzing audiences organizing and outlining speeches persuasive speaking and debating processing verbal communication processing nonverbal communication and delivery impromptu speaking and ethics As an invaluable resource Processing Public Speaking allows readers to access practical information that describes the production and consumption of presentations in technical humanities and social science business and education courses The approaches in this text include tailoring public messages by identifying what the audience wants and needs with adaptation to cultural differences with focus on the public speaking heritage of rhetorical discourse **Public Speaking Basics** Michael A. Griffin, 2015-04-03 This textbook provides concise information classroom exercises homework assignments and speeches to enable college students to master public speaking There is an emphasis on creating effective thesis sentences motivational appeals introductions and conclusions outlines and supporting information. The text includes sample speeches for each speaking assignment along with pertinent speech evaluation forms Chapter topics include speech anxiety delivery subject selection and audience analysis thesis sentences motivational appeals organizing and outlining introduction and conclusion methods supporting information presentational aids effective listening Standard American English sounds and

creating various informative persuasive and special occasion speeches A sample course syllabus is provided as well as a test study guide In this revised edition some of the chapter exercises have been revamped some sample speech outlines updated some of the explanations clarified and a new special occasion speech has been included Speak Up Douglas M. Fraleigh, Joseph S. Tuman, 2011-01-04 When was the last time you actually looked forward to reading a textbook With Speak Up thousands of students have been doing just that getting more out of their speech courses and having fun while doing it It s a different kind of textbook combining great writing and examples with more than 500 hand drawn illustrations that bring speechmaking to life It s all designed to help you ace the course and prepare you to speak effectively on campus on the job and beyond From publisher's description 20 Proven Public Speaking Techniques in 7 Minutes Each Nietsnie Trebla, Shelf Indulgence, **Oral English** Elizabeth Whitemore Baker, 1928 The Clinical Documentation Improvement Specialist's Handbook, Second Edition Heather Taillon, 2011-01-21 The Clinical Documentation Improvement Specialist's Handbook Second Edition Marion Kruse MBA RN Heather Taillon RHIA CCDS Get the guidance you need to make your CDI program the best there is The Clinical Documentation Improvement Specialist's Handbook Second Edition is an all inclusive reference to help readers implement a comprehensive clinical documentation improvement CDI program with in depth information on all the essential responsibilities of the CDI specialist This edition helps CDI professionals incorporate the latest industry guidance and professional best practices to enhance their programs Co authors Heather Taillon RHIA and Marion Kruse MBA RN combine their CDI and coding expertise to explain the intricacies of CDI program development and outline the structure of a comprehensive multi disciplinary program In this edition you will learn how to Adhere to the latest government and regulatory initiatives as they relate to documentation integrity Prepare for successful ICD 10 transition by analyzing your CDI program Step up physician buy in with the improved education techniques Incorporate the latest physician query guidance from the American Health Information Management Association AHIMA Table of Contents Chapter 1 Building the CDI Program Chapter 2 CDI and the healthcare system Chapter 3 Application of coding guidelines Chapter 4 Compliant physician queries Chapter 5 Providing physician education Chapter 6 Monitoring the CDI program What s new in the Second Edition Analysis of new industry guidance including AHIMA's Managing an Effective Query Process and Guidance for Clinical Documentation Improvement Programs CMS guidance from new IPPS regulations MLN Matters articles Quality Improvement Organizations and the Recovery Audit Contractor RAC program among others Strategies to help you incorporate the guidance into your CDI program Tools to help you interpret MAC initiatives and RAC focus areas to enhance your CDI program and help prevent audit takebacks New sample queries forms tools and industry survey data BONUS TOOLS This book also includes bonus online tools you can put to use immediately Sample query forms Sample job descriptions for CDI managers and CDI specialists Sample evaluation form for CDI staff Sample pocket guide of common documentation standards The Accidental Adult Colin Sokolowski, 2010-05-18 Accidental Adult n an individual whose

age indicates maturity but whose actions indicate otherwise Those carefree days of post college life went away in the blink of an eye Now you spend your money on mortgage payments and Saturdays at dance recitals The mixtapes you blasted out of your two door coupe went the same way as the car traded in for a sliding door minivan with a complimentary Wiggles CD If life s the ultimate road trip it s time to stop listening to the GPS of responsible adulthood Instead follow the lead of reluctant grown up Colin Sokolowski who proves growing up doesn't necessarily mean selling out With a little guidance you can survive the inevitable trek to old age as an accidental adult and have some fun along the way Part how to advice and part how not to narrative The Accidental Adult leads you along an alternate path through adulthood You ll learn there s a time and a place to act your age ditch the Coors Light during dinner parties but that you don't have to lose your sense of cool it's okay to buy those 250 reunion tour tickets as long as your car payment s in With it you ll realize that just because you re older doesn t mean you have to be lamer Speak with Power and Confidence Patrick Collins, 2009 Goosebumps butterflies in the stomach and pure cold fear for most people public speaking ranks high on the list of nerve wracking activities Will they be able to make their thoughts clear Will they impress their audience or bore even alienate them Help is on the way with this comprehensive guide to improved communication skills for talks big and small Speak with Power and Confidence offers tips on everything from preparing for a speech to sitting down for a job review to addressing a courtroom or the media Speak with Power and Confidence reveals the all important secrets of gaining absolute control of their image their message and their audience whether it s one person or a thousand Learn how to grab listeners attention instantly deliver presentations that help close a sale gain the upper hand in any negotiation convey a positive professional image in job interviews There s specific advice for a wide variety of situations and trusted tips for both verbal and non verbal communication When originally published by Prentice Hall in 1998 as Say It With Power and Confidence this was named one of the best business books of the year by Executive Summaries A decade later it remains the unsurpassed guide to honing your confidence in speech

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Disney the forces that led to full animation the whiteness of Snow White and Mickey Mouse becoming a logo

Communication John T. Warren, Deanna L. Fassett, 2014-01-06 Communication A Critical Cultural Introduction Second Edition introduces communication from intimate and interpersonal to the public and mediated as cultural Using contemporary critical theory authors John T Warren and Deanna L Fassett focus on communication as advocacy inherently influenced by culture history and power By situating communication concepts and theories within contemporary and engaging cultural scenes the book is much more than a survey of ideas it demonstrates the power of communication in our everyday lives Advanced Public Speaking Dr. Ruth Livingston, 2015-01-23 The text provides instruction on how to give different types of presentations and how to improve upon other communication skills including listening Topics include harnessing the fear of public speaking applying immediacy storytelling motivating others listening actively interviewing successfully lecturing and conducting workshops effectively speaking off the cuff selling yourself and your business and presenting for special occasions Aristotles Canons of Rhetoric are also discussed as a foundation to organizing and delivering dynamic presentations The book is ideal as a text for an Advanced Public Speaking course Minutes ... Great Britain. Committee on Education, 1851

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