

Worksheet # 8

Professional Summary

SECTION A: Professional Summary Builder

1. Professional Identity (Name yourself by function):

2. Core Work (2-3 Types of work):

3. Proof of Value (results, scale, impact):

4. Work Conditions (environment/complexity):

Draft Summary (combine into one sentence):

Revised Summary (remove jargon and simplify):

SECTION B: Finalize the Summary

AI Draft Summary:

1-2 Keywords from Job Posting: _____

Select a Common Stereotype: _____

Final Professional Summary (Maximum 300 Characters):
