

Developing Your Professional Profile

A professional profile should change depending on your audience. Generally, you'll be sharing this information with one of two audiences: professional colleagues in your field, or, with possible employers. Ask yourself the following questions below and draft your professional profile. Practice getting comfortable speaking about yourself professionally, and how these elements build off one another.

One: What is your degree in and from what institution? What does your educational background look like? Do you hold any recent certifications?

Two: What are three things that you are passionate about? These can be interests or extracurricular activities that relate to your job or the job you want.

Three: What unique strengths do you possess that make you stand out? What do you have to offer? What are you great at?

If you're looking for a job,

Five: What kind of job or position are you looking for and why? Why is this your dream job/position?

Six: How does this job or position align with your strengths and your career goals?

Seven: What are two current or previous work, internship, leadership, education, or volunteer experiences you've had?

Eight: What are three skills that you practice or learned from these experiences?

Nine: What are two or three accomplishments you are most proud of? Like your interests, these should relate to you professionally, or to your job (or the job you want).

Ten: Given your experiences, skills, and accomplishments how do you see yourself as a good fit for this job or position?