Preparing To Write Your Summary

# Respond to These Questions Specifically

1. What kind of professional are you? (manager, systems analyst, technical writer,

researcher, administrative assistant, etc.)

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1. What is your background, years of experience, career specialties? (15 years of

experience in project management, grants monitoring, web development,

 program support, customer service, etc.)

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1. Areas of expertise, strongest skills? (communications skills, organizational

ability, analytical skills, excellent planner, etc.)

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4. What are your strongest qualities or traits—things a stranger would not know unless you shared them? (motivated, hard-working, persistent, innovative, approachable, etc.)

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