Week 8 Professional Summary Assignment

This assignment involves writing your professional summary and delivering your professional summary as a recorded presentation.

A professional summary consists of several statements and phrases. The statements and phrases are always written with action verbs; for example, “skilled in,” “achieved,” or “served as leader of.” It is specific, brief, and focused. The summary makes a deliberate impression on your reader. A professional summary reveals in the statements and phrases your values and mental outlook. It reveals components of your personality that are your greatest assets. It highlights accomplishments and the results you have produced in the various roles you have held (e.g., team member, employee, community volunteer, trainer, presenter, etc.). As a collection of statements and phrases, it reveals what you bring to whatever pursuits you direct your attention.

**Instructions**

**Part 1:** Much of the content that you will include in your professional summary already exists in the assignments you have completed in this class and the various contributions you have made to the discussion forums. Refer back to your completed assignments and the previous discussion forums to survey the things you revealed and shared about yourself. What skills did you identify? What are your values, and what is your mental outlook? What qualities of your personality can you highlight in a professional summary? What are your accomplishments, and how do these accomplishments reveal your particular interests within your specific field of study? Then, take those insights and consider how you can structure the best insights into statements and phrases that reveal your skills, values, mental outlook, accomplishments, personality, and interests. Here, you will need to exercise your creativity. Next, use action verbs to begin each statement and phrase. Lastly, write it professionally, that is, make an effort to be specific, brief, and focused. Keep in mind that you are writing this summary to make a deliberate and intended impression on the reader, so write each statement and phrase purposefully. Submit your assignment by the assignment deadline as a Microsoft Word document (one paragraph with approximately 5–10 sentences or phrases).

**Part 2:** In addition to providing a written professional summary which you will submit for grading, you will also deliver your professional summary as a short presentation. Record yourself delivering your professional summary in the way you would deliver it if someone asked you to introduce yourself in a professional context.

Submit the link to your Professional Summary in the Comment Box when you submit your written summary so that your professor can retrieve your recording, review it, and grade the content.

Part 1: Professional Summary Written Grading Rubric

|  |  |  |
| --- | --- | --- |
| **Graded Item** | **Description** | **Good/Fair/Poor/Incomplete** |
| Highlight Skills | Summary includes one to two statements or phrases that highlight skills. | 20/15/10/0 |
| Reveal Personal Values | Summary includes one to two statements or phrases that reflect personal values that you regard as important.  | 20/15/10/0 |
| Highlight Personality Strengths | Summary includes one to two statements or phrases that highlight personality strengths. | 20/15/10/0 |
| Reveal Personal Interests | Summary includes one to two statements or phrases that reflect a particular interest within your field of study or career.  | 20/15/10/0 |
| Include Accomplishments and Results | Summary includes one to two statements or phrases that refer to accomplishments and results you have produced.  | 20/15/10/0 |
| Writing and Formatting | Writing is clear and is grammatically and mechanically correct.  | 0/-5/-10 |
| Total Points Earned |  |  |
| Total Points Possible |  | **100** |

Part 2: Professional Summary Recorded Grading Rubric

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Good/Fair/Poor/Incomplete** |
| Content | Summary includes all the components of the above rubric; entire summary is approximate 2-min.  | 25/20/10/0 |
| Delivery  | Spoken extemporaneously; maintain a casual, conversational tone while delivering the summary; filler words such as “um” and “like” are absent  | 25/20/10/0 |
| Production Quality  | Audio is clear; visuals and graphics are clear, not pixilated; it is obvious the student rehearsed and practiced the delivery several times.  | 20/15/10/0 |
| **Total** |  | 70 |

**Suggestion:** Review Sukiennik and Raufman (2016) to learn more about how to use action verbs in your professional summary (see p. 199).

**Suggestion:** See examples below that reflect ways to start your professional summary.

**Suggestion:** Use the grading rubric below as a checklist of what you must reveal about yourself in your professional summary.

**Suggestion:** Exercise your creativity in crafting your professional summary. Taking what you shared and learned about yourself from the assignments in this course and putting them together into a professional summary will demand your creativity. That said, consider creative ways to structure the statements and phrases you include in your professional summary. Still, write it so that you can use it in professional contexts (i.e., your resume or LinkedIn profile).

**Example 1 highlights the skills, values, and accomplishments of an individual who has no professional experience but who has worked in classes on small team projects and volunteered at a local soup kitchen.**

*Skilled in leading teams in short-term projects. Passion for community outreach and developing relationships. Increased volunteer pool for improved staffing at community soup kitchen.*

**Example 2 highlights accomplishments and the personality strengths, namely thinking and judging, of an individual with professional experience.**

*Directed market strategies that accelerated market voice by 3% year over year. Expert in planning and facilitating organizational change. Performed rigorous analyses and quarterly evaluations focused on improving operational efficiency.*