

## Professional Profile Template: Building your Professional Identity

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This template was designed so that you can collate information about yourself in one location. This information will assist you in designing your resume, networking with others and preparing for a work interview.

Please keep it in an accessible place on your computer or as a hard copy when attending lectures and workshops. Make notes in it as you find out more details about yourself.

UNDERSTANDING YOURSELF		
Personality	Strengths	High level of communication Problem solver Innovative
	Limitations	Want to take on all the challenges, when sometimes things need to be 'shelved' or delegated to work efficiently.
Values	To be honest and ethical at all times	
Experiences	Communication skills	I have to have a high level of communication at all times as a Manager and working with my Business Development team. Our team is always about communication and working with each other to increase sales and networks.
	Problem solving skills	Part of the role I have, there has to be a high level of problem solving skills as every client is different and requires different solutions. In the education space, all clients require slightly different solutions based on their training organisation.  As a Chef, you constantly have to problem solve. Creating new dishes with the ingredients that you have, managing customer expectations and changing recipes to suit dietary needs.
	Other skills	I believe I have strong innovative ideas. I love creating new solutions to existing

		problems. One example could be the new interactive PDF idea that I came up with to streamline the eLearning experience for our training providers.
NETWORKING CONTACTS		
Industry	Upon request	
Fellow Students	N/A	
Potential Work Placement Contacts	N/A	
Other	Upon request	