

Lesson Review & Additional Practice

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1. The first sentence of your summary has two parts.

Part 1: Job title with experience.

Ex: *I am an accountant with 5 years of experience.*

Part 2: Your goal.

For job: *I am seeking employment or new opportunities in the field.*

For showing our work and connecting: *I am hoping you will look at my site and letting me know what you think.*

For selling: *I am hoping you'll look at my products and think about purchasing one.*

Part 1 & 2 combined: *I am an accountant with 5 years of experience, and I am seeking new opportunities in the field.*

Practice: Please write your first sentence here:

I am a or an _____ job title _____ with _____ years of experience and goal _____

2. The second sentence describes who you are.

I am a or an adjective and adjective professional.

We can choose adjectives from the categories below:

You are kind: *kind/caring/compassionate*

You work hard: *committed/dedicated/responsible/motivated*

You are honest: *trustworthy/honest*

You work well with others: *cooperative*

You can create things or ideas: *creative/innovative*

You can do the work: *confident/self-assured/capable/assertive*

You can communicate well: *articulate/well-spoken*

Practice: Please write your second sentence here:

I am a or an _____ and _____ professional.

3. The rest of your summary is about your 3 main accomplishments.

We used verbs from the following categories:

Verbs for creating: *created/produced/designed/built/developed/prepared*

Verbs for researching: *researched/analyzed/examined or sometimes tested*

Verbs for managing: *managed/supervised/oversaw*

Verbs for working: *worked on/completed*

Verbs for presenting: *gave/presented*

Verbs for teaching: *taught/educated/trained*

Verbs for writing: *wrote/published/composed/authored*

To make sentences longer and more descriptive, you can add information about the **client**, the **place**, and the **time**.

I built custom kitchen cabinets for 12 clients.

Cities and countries normally take the preposition “in”, so write the location using “in” as in

I built custom kitchen cabinets for 12 clients in New York.

Finally, add the year by writing the preposition “in”. Then we would have

I built custom kitchen cabinets for 12 clients in New York in 2005.

Practice: Let’s practice adding client, place and time.

1. A software developer created software programs.

Please add the client: ABC. I created software programs_____.

Please add place: Chicago. I created software programs_____.

Please add time: 2012. I created software programs_____.

2. An insurance agent developed insurance plan.

Please add the client: DEF. I developed insurance plan_____.

Please add place: Taipei, Taiwan. I developed insurance plan
_____.

Please add time: 2004. I developed insurance plan_____.

3. An environmental engineer wrote reports.

Please add the client: GHI. I wrote reports_____.

Please add place: Seoul, South Korea. I wrote
reports_____.

Please add time: 2010. I wrote reports_____.

To connect the three sentences of accomplishments, don’t forget to add vocabulary to connect them. To connect these sentences to the paragraph and make them sound more unified, you can to add a few words to connect the ideas such as *first, second, third*, or add transition words such as *also, in addition, or finally*.