**Activity 4 – Summaries - Grid**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NO | IN  PARTS | YES | COMMENTS |
|  | | | | |
| **Introduction:** Start with a brief introduction that provides an overview of who you are and your current professional status. |  |  |  |  |
| **Current Role and Company or School:** Clearly state your current role and the company or school you are in. |  |  |  |  |
| **Professional Background:** Provide a concise summary of your professional background, highlighting key roles, experiences, and accomplishments. |  |  |  |  |
| **Education:** Information about your educational background, highlighting relevant degrees and certifications. |  |  |  |  |
| **Contact Information:** Open to networking or job opportunities, consider including your contact information or specifying the best way to reach you. |  |  |  |  |
| **Call to Action:** Encourage readers to connect with you, whether for networking opportunities, collaboration, or discussions related to your industry. |  |  |  |  |