

Activity Overview



In this activity, you will review the provided template and professional statement outline to create a professional statement that you can include as part of your cybersecurity portfolio documentation. Previously, you learned about options for creating and hosting a cybersecurity portfolio.

A professional statement is an introduction to employers that briefly describes who you are and what you care about. It allows you to showcase your interest in cybersecurity, work experience, knowledge, skills, and achievements. As you continue to learn more and refine your understanding of key cybersecurity concepts, you can return to this professional statement and revise it as needed.

To review the importance of building a professional portfolio and options for creating your portfolio, read [Create a cybersecurity portfolio](https://www.coursera.org/learn/foundations-of-cybersecurity/supplement/RTDuH/create-a-cybersecurity-portfolio).

Be sure to complete this activity and answer the questions that follow before moving on. The next course item will provide you with a completed exemplar to compare to your own work.

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## **Scenario**

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You are excited to enter the field of cybersecurity. As you search for jobs, you find an entry-level position that interests you and aligns to your skills and knowledge. You decide to create a professional statement to introduce yourself to your potential employer and showcase who you are in a way that helps your application stand out.

Note: Creating a unique and authentic professional statement helps establish people’s perception of who you are and what you care about.

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## **Step-By-Step Instructions**

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Follow the instructions to complete each step of the activity. Then, answer the five questions at the end of the activity before going to the next course item to compare your work to a completed exemplar.

### Step 1: Access the template

To use the template for this course item, click the following link and select *Use Template*. Keep it open as you proceed to the next steps.

Link to template: [Professional statement template](https://docs.google.com/document/d/149i6MBJ0zyikvwNFBb0CkBaPCqj8B5sr9JH2_baNFRc/template/preview)

OR

If you don’t have a Google account, you can download the template directly from the following attachment.

[Professional statement template](https://d3c33hcgiwev3.cloudfront.net/0A93fTl3Q22XxtGLKZI0vw_459e3aa6d6ad41b480ef2740a65f9bf1_Professional-statement-template.docx?Expires=1687651200&Signature=M9ddp0YyD4Vbbogi5Y0zf7UC2ngpRuuSHGVl3yoU-iCXmOtU-9p4uQd-YFNNOx1eFfrdL9JS7KopE8kv9oz6toqoG3IJPIhnPiXZ9JniA9x3KntyISCV0lV~sO2dPhLAy3cjNzdOgTOem36nozzm81aPtxoFnt1ZVmvXo0bIV1Q_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A)

[DOCX File](https://d3c33hcgiwev3.cloudfront.net/0A93fTl3Q22XxtGLKZI0vw_459e3aa6d6ad41b480ef2740a65f9bf1_Professional-statement-template.docx?Expires=1687651200&Signature=M9ddp0YyD4Vbbogi5Y0zf7UC2ngpRuuSHGVl3yoU-iCXmOtU-9p4uQd-YFNNOx1eFfrdL9JS7KopE8kv9oz6toqoG3IJPIhnPiXZ9JniA9x3KntyISCV0lV~sO2dPhLAy3cjNzdOgTOem36nozzm81aPtxoFnt1ZVmvXo0bIV1Q_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A)

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### Step 2: Access supporting materials

The following supporting materials will help you complete this activity. Keep it open as you proceed to the next steps.

To use the supporting materials for this course item, click the link.

Link to supporting materials: [Professional statement outline](https://docs.google.com/document/d/12fvZXSrCHs2cE9GUNkc0ypfCb77QdKVFnofQ4aBuxFU/template/preview)

OR

If you don’t have a Google account, you can download the supporting materials directly from the following attachment.

[Professional statement outline](https://d3c33hcgiwev3.cloudfront.net/W0byXAegSDalrO__PMtdKQ_7fbaba3ea16941f195798793e9bee6f1_Professional-statement-outline.docx?Expires=1687651200&Signature=kTiBnJYwtCNalOY~PjMluKSvmoiNxMlogZ~1Se0F3D5w2CkKbBHGFlksGlbDx1UqdIPUWpRLaGHLN2wA9ZWzRGpo7pQY7I4qnkxfqGeIyXbo32eaE57cnODPtKRdHcuBL-03wYZ9U8sQXcdzkHX-sTb-rfdi3~8j-B9kGzcbKdM_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A)

[DOCX File](https://d3c33hcgiwev3.cloudfront.net/W0byXAegSDalrO__PMtdKQ_7fbaba3ea16941f195798793e9bee6f1_Professional-statement-outline.docx?Expires=1687651200&Signature=kTiBnJYwtCNalOY~PjMluKSvmoiNxMlogZ~1Se0F3D5w2CkKbBHGFlksGlbDx1UqdIPUWpRLaGHLN2wA9ZWzRGpo7pQY7I4qnkxfqGeIyXbo32eaE57cnODPtKRdHcuBL-03wYZ9U8sQXcdzkHX-sTb-rfdi3~8j-B9kGzcbKdM_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A)

### Step 3: Draft your professional statement

Your professional statement is your opportunity to show prospective employers who you are as a person and potential employee, and it allows them to understand the value you can bring to the organization.

Follow these guidelines:

Refer to the template from step one and the professional statement outline from step two.

Then, use your own device to open a word processing document/application to create your draft (you could also create your draft on a piece of paper to add to a word processing document at a later time).

*Note: You will not submit/upload your professional statement directly into this activity; you will need to download/save it to your own device.*

1. Use this time to self-reflect and analyze why you want to pursue a career in cybersecurity.
   1. What interests you most about a career in cybersecurity?
   2. What do you want to learn more about in the field of cybersecurity?
   3. What do you hope to achieve as a cybersecurity analyst?
2. Select two of your strengths. These can be strengths you currently have or ones that you are learning about and plan to develop throughout the program (e.g., collaboration, problem-solving, communication, using SIEM and other tools to identify and mitigate threats, risks, vulnerabilities, etc.)
3. Select two of your values. Examples might include upholding an individual’s right to privacy and a commitment to helping organizations ensure confidential data is safe.
4. Create a core statement that represents your purpose or intention. In this case, your purpose or intention is to briefly explain or summarize your strengths and values in one to two sentences.
5. Explain how your chosen strengths and values help you accomplish your core statement.

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### Step 4: Refine your professional statement

Open the document [Refine your professional statement](https://docs.google.com/document/d/1uodGPtGAS247wACdtJ7ITe3BcwFL993sQy5P9_pAj48/template/preview) for additional guidance about strengthening your professional statement.

OR

If you don’t have a Google account, you can download the supporting materials directly from the following attachment.

[Refine your personal statement](https://d3c33hcgiwev3.cloudfront.net/UaRwfVDDTKOgoNF5d1Z3vA_afb9ba37953e4d88a894cb51c73561f1_Refine-your-personal-statement.docx?Expires=1687651200&Signature=A7Z~XVy6BObNTrXreMef0QbM095TSOSZlST90lGp-tP9ueu322kIEq~3e~M4i0fBHpBFmInQZIoXUN8XrQCoVZu2BnD3218NVCijxbYsm4CxPqkE4nxV8WsPWPBnliZOOmO9xSXxpWuyxcqzOQHhUPq2KxMJvO9CInEjMVNjyno_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A)

[DOCX File](https://d3c33hcgiwev3.cloudfront.net/UaRwfVDDTKOgoNF5d1Z3vA_afb9ba37953e4d88a894cb51c73561f1_Refine-your-personal-statement.docx?Expires=1687651200&Signature=A7Z~XVy6BObNTrXreMef0QbM095TSOSZlST90lGp-tP9ueu322kIEq~3e~M4i0fBHpBFmInQZIoXUN8XrQCoVZu2BnD3218NVCijxbYsm4CxPqkE4nxV8WsPWPBnliZOOmO9xSXxpWuyxcqzOQHhUPq2KxMJvO9CInEjMVNjyno_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A)

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### **Pro Tip: Save a copy of your work**

Finally, be sure to save a copy of your completed activity. You can use it for your professional portfolio to demonstrate your knowledge and/or experience to potential employers.

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## **What to Include in Your Response**

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Be sure to address the following elements in your completed activity:

* Be intentional about how you want to be perceived by potential employers.
* Include your strengths and values, and be genuine about why you want to enter the cybersecurity profession.
* Regularly update your statement to reflect your growing professional skills and knowledge.

### **Step 5: Assess your activity**

Following is the self-assessment for your professional statement. You will use these statements to review your own work. The self-assessment process is an important part of the learning experience because it allows you to *objectively* assess your professional statement.

There are a total of 5 points possible for this activity and each statement is worth 1 point. The items correspond to each step you completed for the activity.

To complete the self-assessment, first open your professional statement. Then respond yes or no to each statement.

When you complete and submit your responses, you will receive a percentage score. This score will help you confirm whether you completed the required steps of the activity. The recommended passing grade for this project is at least 80% (or 4/5 points). If you want to increase your score, you can revise your project and then resubmit your responses to reflect any changes you made. Try to achieve at least 4 points before continuing on to the next course item.