



# Introduction

- What you do
- Your current goals
- Unique qualities

a general impression of who  
you are as a professional.

# Job title + Years of Experience

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

I am a **teacher** with **8 years of experience**.

I'm a teacher with 8 years of experience.

## Current Goal

I am seeking employment.

I am looking for new opportunities in the field.

**be + Ving (Present Progressive Tense\*)**

*\*More info in resources*

I am an accountant with 5 years of experience, and I am seeking new opportunities in the field.

I'm seeking new  
opportunities in the field.

Karen is a  
*caring* and  
*dedicated*  
professional.



I'm a caring and dedicated professional.

I am a/an \_\_\_\_\_ and \_\_\_\_\_ professional.

*adjective*

*adjective*

Try to complete this sentence with  
adjectives that best describe your

## What you did/completed

Carpenter: I built custom kitchen cabinets.

Researcher: I composed a scientific article.

(Past Tense\*) \**More info in resources*

these are things you all ready did.

**Creating:**

created  
produced  
designed  
built  
developed  
prepared

**Researching:**

researched  
analyzed  
examined  
tested

**Teaching:**

taught  
educated  
trained

**Writing:**

wrote  
published  
composed  
authored

**Managing:**

managed  
supervised  
oversaw

**Presenting:**

presented  
delivered

To make sentences longer & descriptive add..

Information about  
the client,  
the place,  
and the time

you can add information about the client,  
the place, and the time.

## Add Year: in + year

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

12 clients in New York in 2005.

## Biologist Example

I received the Dalton Stephens Scholarship for Excellence in biology in 2003.

I managed 8 people for DE Lab in San Diego in 2009.

I restructured the lab for ABC Hospital in Boston in 2004.

To connect these sentences to  
the paragraph and make them sound more

## Biologist: Accomplishments

**First**, I received the Dalton Stephens Scholarship for Excellence in biology in 2003. **Additionally**, I managed 8 people for DE Lab in San Diego in 2009. **Finally**, I restructured the lab for ABC Hospital in Boston in 2013.



Finally, I restructured the lab for

# Sample Closing Sentence

**My skills include** computer programming and web design.

**I am skilled in** computer programming and web design.

**\*Language Skills: beginner, intermediate, advanced**

I am skilled in computer programming, web design,  
and **Spanish (advanced)**.

You can write the name of the language  
followed by the proficiency level in

**I am skilled in \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.**



## **Summary for ePortfolio**

- 1. Introduction of You**
- 2. Your Accomplishments**
- 3. Your Skills**

types of verb tenses and using appropriate vocabulary for each part.



# **Clear & Effective CAPTIONS & DESCRIPTIONS**

**descriptions will make it easier for  
viewers to learn about your work.**

# Captions

- 1 sentence
- Describe images or videos about your work

videos showcasing your work.





This is a presentation that I gave for the Rockdale County Board of Education in Atlanta in 2009.

An example of a caption for a video could be, this is a presentation that I gave for

Here is a dining table that I  
created for the Boer family  
in Amsterdam  
in 2011.



like here is a dining  
table that I created for

Here is...

This is...

of this is, as the first words.



**Here is...**

a presentation

a speech

a project

a product

a service

**This is...**

It could be a presentation, or speech,  
a project or product, or even a service.



**Here is a  
brochure that  
I designed/  
created.**

**you can start with, here is a brochure  
that I designed or created.**

## Question

How would you start your captions? Think about images/videos you would want to upload to your ePortfolio and write at least one caption here.

Here is the project that I have made.



**Correct**

A possible answer could look like this:

*Here is a presentation that I gave. (singular)*

*This is a software that I designed. (singular)*

*Here are the books that I published. (plural)*

*These are the cabinets that I built. (plural)*

Skip

Continue

+ client

+ place

+ time

the client place and time to do it.



**Here is a dining table that I created  
for the Boer family **in Amsterdam**  
in 2011.**



**This is a presentation that I gave  
for the Rockdale County Board of  
Education **in Atlanta** in 2009.**

**here's the location and here is the time.**

I wrote a research paper for \_\_\_\_\_.

the Journal of Chemistry

the Journal of Medicine

the Cancer Society

my engineering class

my engineering professor

the Cancer Society, my engineering class,  
my engineering professor,

- 
- Your Client**
- company
  - organization
  - person(s)

person you worked for and  
it should be placed right after for.

# One last suggestion:

- Add your captions to social media posts
- Use symbols: @ (at), # (hashtag)

For example,  
a graphic designer might write,

**Here are my recent logo designs that  
I created in 2014 @abcco #newyork**

here are my recent logo  
designs that I have



# Captions

- Here is.../This is...
- for + client
- in + place/time

Start uploading some images or  
videos of your work, and



Your Caption

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Your Caption

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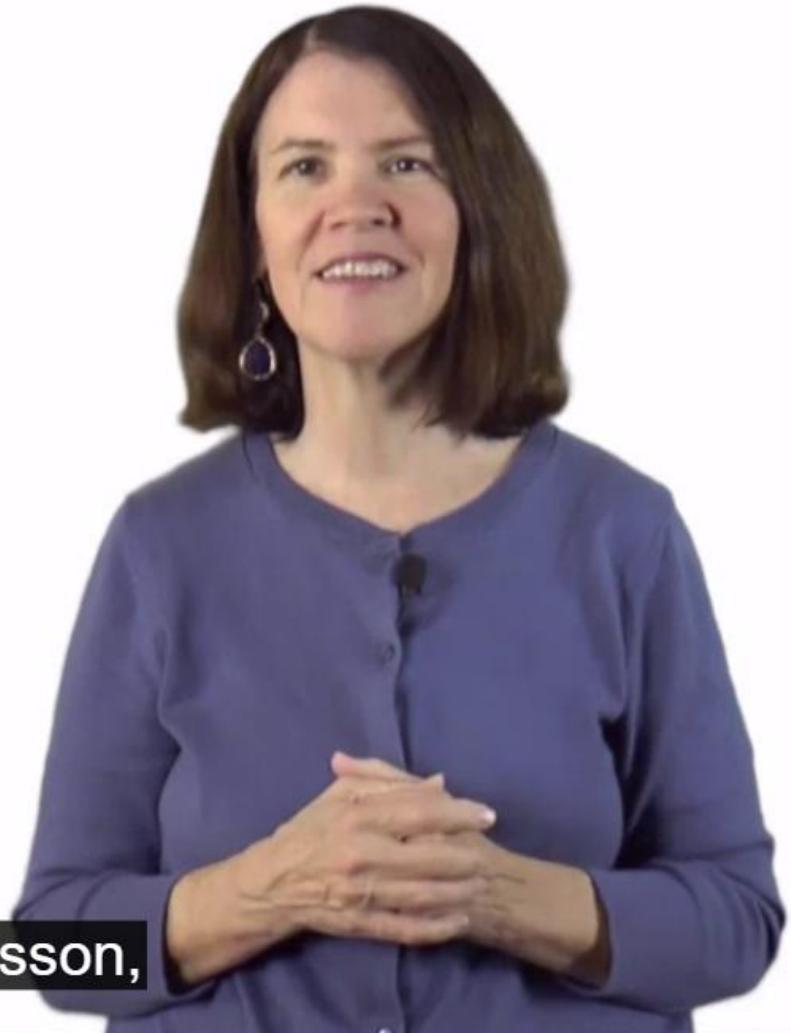
Longer  
Description

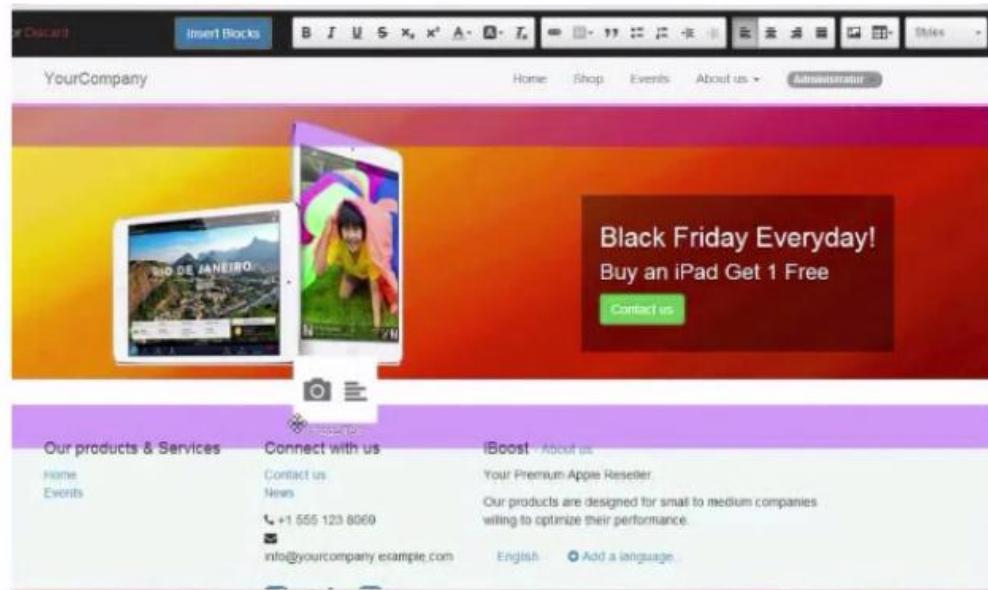
it may be available to see when  
people click on your image.

# Longer Descriptions

- Short paragraphs with
  - interesting characteristics
  - effectiveness
  - personal reflection

By the end of this lesson,





This website that I created is attractive and easy to use. It helped The ABC Company increase their number of visitors. I am thrilled about this website and its impact.

This website that I created is attractive and easy to use.



Avoid general words:

*good*

*nice*

(opinion)

These words talk about your opinion and  
they can not be seen or felt in reality.

# Use *DESCRIPTIVE* adjectives



Choosing descriptive adjectives  
rather than general ones,

# Longer Descriptions

- Explanation + Client  
**(Who and How did your work help?)**

That is, it should include who and  
how your work helped.



This dining table is durable and custom-designed. **It helped the Boer family seat up to 20 guests for their 50th anniversary.**

**This dining table is durable and custom-designed.**

Express positive  
feelings about  
your work



positive feelings about your work.

## Which adjective describes a feeling?

- a. This picture is *interesting*.
- b. I am *interested* in this picture.

Which adjective describes a feeling?

## Which adjective describes a feeling?

- a. This picture is interesting. people/objects
- b. I am interested in this picture.  
one's feelings

Let's look at a couple  
more examples to clarify.

- a. I'm *excited*. 
- b. I'm *exciting*.

- a. His lesson is *fascinating*.
- b. He's *fascinated* by the lesson.



Good, this time b is the adjective  
that describes the man's feelings.

## Write about your feelings:

I am + positive adjectives with "-ed"

*interested*

*excited*

*delighted*

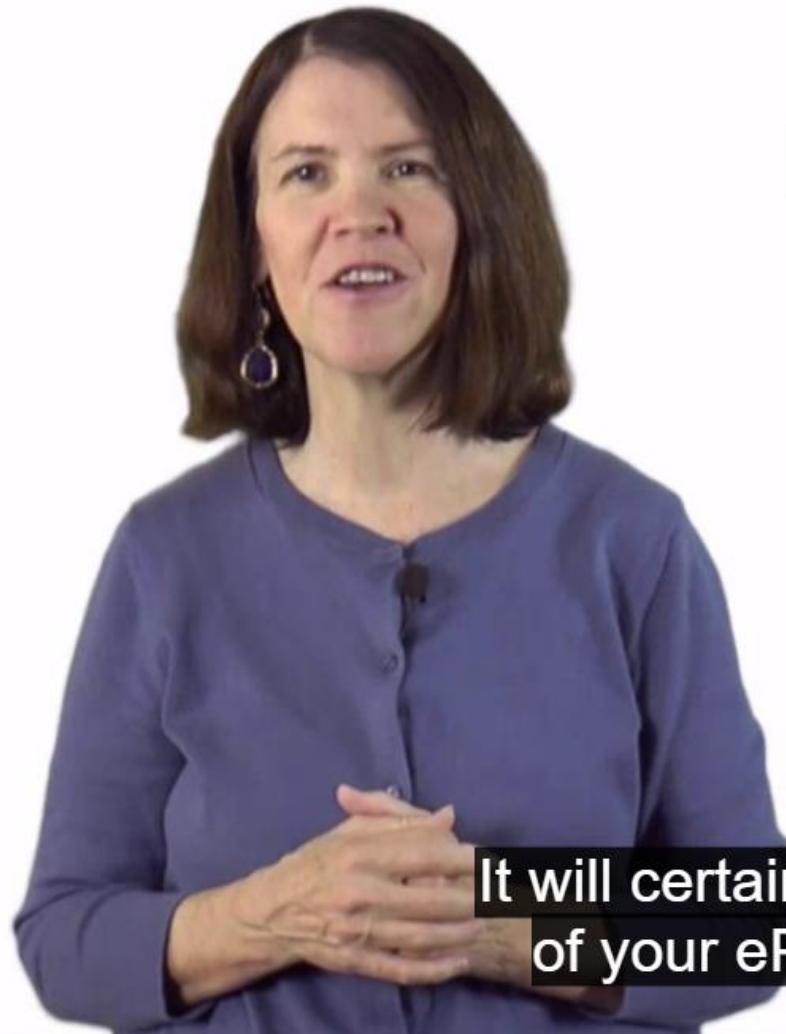
Press Esc to exit full screen

## Write about your feelings:



This dining table is durable and custom-designed. It helped the Boer family seat up to 20 guests for their 50th anniversary. **I am excited about this table, and I am happy about the results.**

It helped the Boer family seat up to  
20 guests for their 50th anniversary.



## Longer Descriptions

*adds more VALUE  
to your ePortfolio*

It will certainly improve the chances  
of your ePortfolio to be noticed.



## Longer Descriptions

- Include DESCRIPTIVE adjectives
- Add details of HOW you helped your client(s)
- Share positive FEELINGS about your work

You also want to finish up by sharing  
a positive feeling about your work and

## Summary

Accomplished Business Analyst skilled in achieving operational efficiency and increasing revenue in the health industry. Business process improvement, data analysis, and asset management expert. Employs root cause analysis to identify issues and develop process improvements that lead to cost savings. Exceptional planning and implementation capabilities.

## Highlights

- Business process improvement
- Forecasting and planning
- Advanced Excel modelling
- Cost-benefit analysis
- Business systems analysis
- Budgeting
- Project management
- Project life cycle
- System development life cycle
- IS change management

## Experience

### Lead Business Analyst

Heritage Hospital

08/2011 to

Bradford, West Yo

- Spearhead supply chain process improvement and systems implementation projects.
- Develop metrics used to determine inefficiencies and areas for improvement across the hospital.
- Identify process bottlenecks and implemented new and improved processes and policies.
- Lead cross-functional teams to analyse and understand the operational impacts and opportunities for tech



0:18 / 6:50



- Business process improvement
- Forecasting and planning
- Advanced Excel modelling
- Cost-benefit analysis
- Business systems analysis

- Budgeting
- Project management
- Project life cycle
- System development life cycle
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## Experience

### Lead Business Analyst

Heritage Hospital

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- Spearhead supply chain process improvement and systems implementation projects.
- Develop metrics used to determine inefficiencies and areas for improvement across the hospital.
- Identify process bottlenecks and implemented new and improved processes and policies.
- Lead cross-functional teams to analyse and understand the operational impacts and opportunities for tech changes institution-wide. Redirected technology master plan toward a forward-thinking approach.
- Identified key roadblocks and proposed effective solutions for \$55 million project that saved the hospital almost \$10 million dollars.
- Promoted to Lead Analyst after just 11 months of employment.

### Business Analyst | Language Institute

Heritage Hospital

08/2010 to

Bradford, West Yo

- Analysed department technology usage and determined the best course for future purchases.
- Conducted activity-based analysis of hospital processes and made recommendations based on the findings.
- Identified process boundaries and developed opportunities to automate processes and functions.

## 2 Essential Parts in Your Resume

- Your Education
- Your Work Experience



Both these parts are presented  
in a series of bullet points

## Your Education

- Vocabulary for degree types
- Date formats

So let's get started.



# **Education Section**

- Your degree(s)**
- Your school name**
- Duration of program**

**English.**



- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

If your degree does not  
translate directly,



# Associate's Degree

- 2 years
- Train students with technical skills
- Normally does not include research

And it's considered higher than a high school diploma but



# **Associate's Degree + Field of Study**

Associate's Degree in Landscaping Design

Associate's Degree in Administrative Support

Associate's Degree in  
Administrative Support.

# Bachelor's Degree

- Undergraduate degree
- 4-5 years of college or university studies
- Academic + technical experience

technical experience.

# **Bachelor's Degree**

Bachelor's Degree in World History

Bachelor's Degree in Animal Science

# Master's Degree

- 1-2 years
- Bachelor's Degree must be completed
- Specialization and research focused
- Graduate degree

Some Master's Degrees require written theses, while others do not.



# Master's Degree

Master's Degree in Early Childhood Education

Master's Degree in Physics

# Doctorate Degree

- 3+ years
- Highest degree

A Doctorate is usually considered the highest degree.

# **Doctorate Degree**

Doctorate Degree in Spatial Geometry

Doctorate Degree in Botany

**Or Doctorate Degree in Botany.**

**BA**

Bachelor of Arts

**MBA**

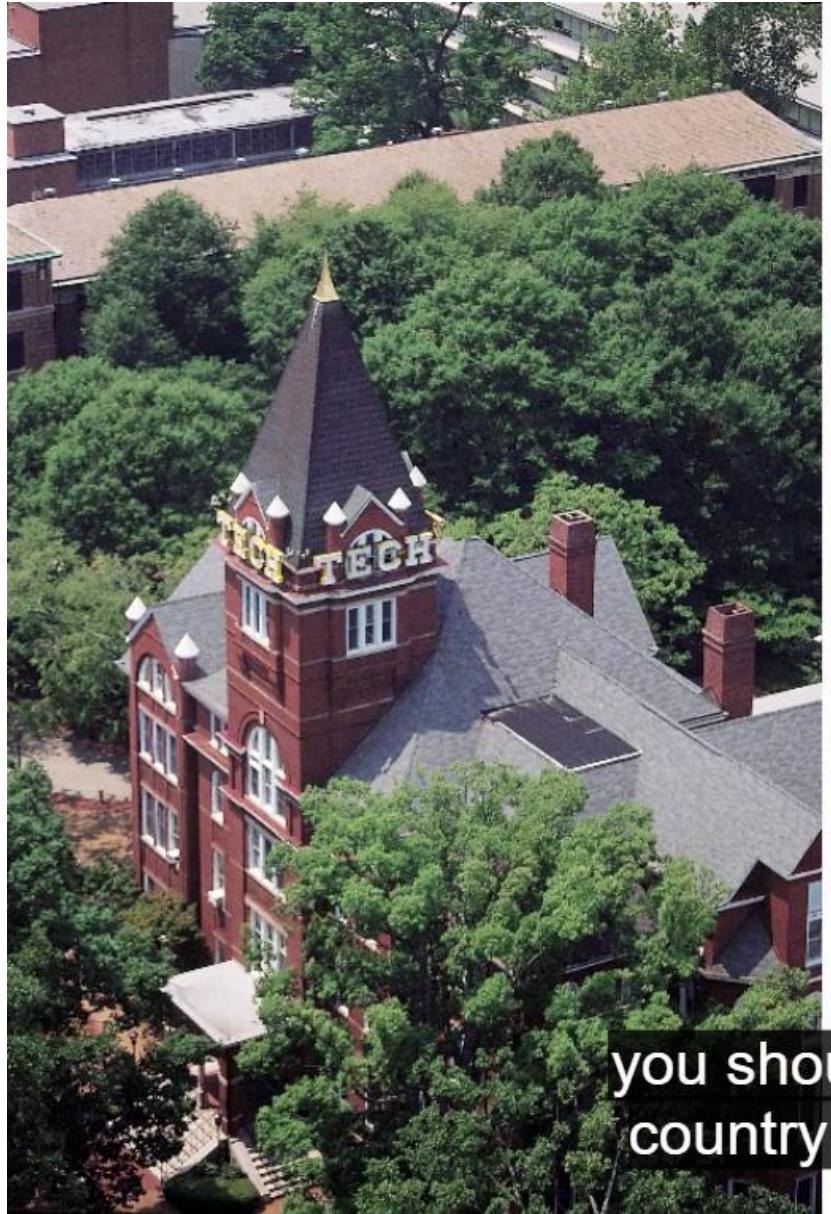
Master of  
Business Administration

**PhD**

Doctorate of Philosophy

You can find out how to write the right  
abbreviation in the resources for





# Where did you receive your education?

- Name of univ/college
- City & country

you should also include the city and  
country where you went to school.



Bachelor's Degree in Mechanical Engineering.  
**University of British Columbia, Vancouver, Canada**

Master's Degree in Computer Science. **Hanoi University  
of Science and Technology, Hanoi, Vietnam**

Alternatively Master's Degree  
in Computer Science.

**How would you write your  
educational background?**

## Question

How would you write your educational background? Try writing a sentence similar to the ones we just saw in the lesson, which includes

- your highest level of education
- the school you received your education
- the city and country of your school

Make sure all words except for prepositions are capitalized.

Bachelor's degree in Electronics and communication Engineering

Jothi higher and secondary school

Madurai,India



**Correct**

Your educational background should look something like this:

*Associate's Degree in Human Resources. Ashworth College, Norcross, USA*

*Bachelor's Degree in Civil Engineering. Beijing University of Technology, Beijing, China*

*Master's Degree in Mathematics. Lomonosov Moscow State University, Leninskie Gory, Moscow*

Skip

Continue

High School Diploma. Richmond High School,  
Richmond, USA (**August 2000-May 2004**)

Bachelor's Degree in Architecture. Korea University,  
Seoul, South Korea (**March 2010-February 2014**)

Finally, remember to indicate  
the period of time of your education.



## Write about Your Education

- Type of Degree/Diploma
- Name & Location of School
- Dates of your program

In our next lesson you're  
going to learn how to



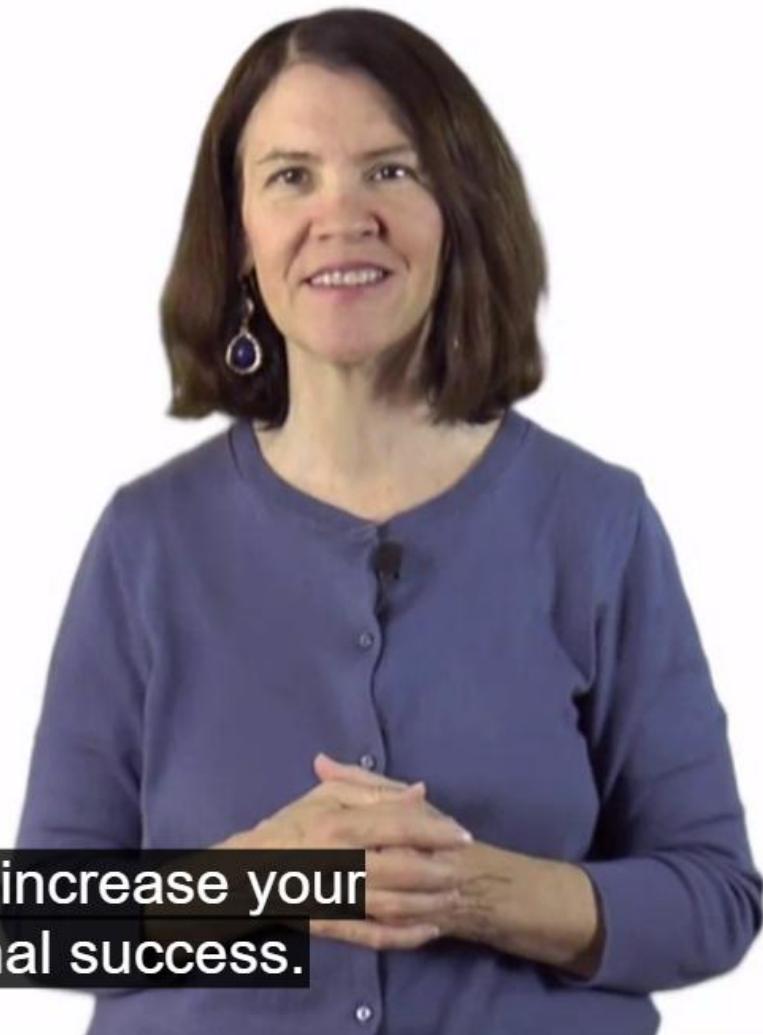
Earlier this month I uncovered seven little-known facts about the job search process. I reported that 80% of job openings are never advertised; the average number of people who apply for any given job is 118; and only 20% of applicants ever get an interview, among other things—and today I discovered one more.

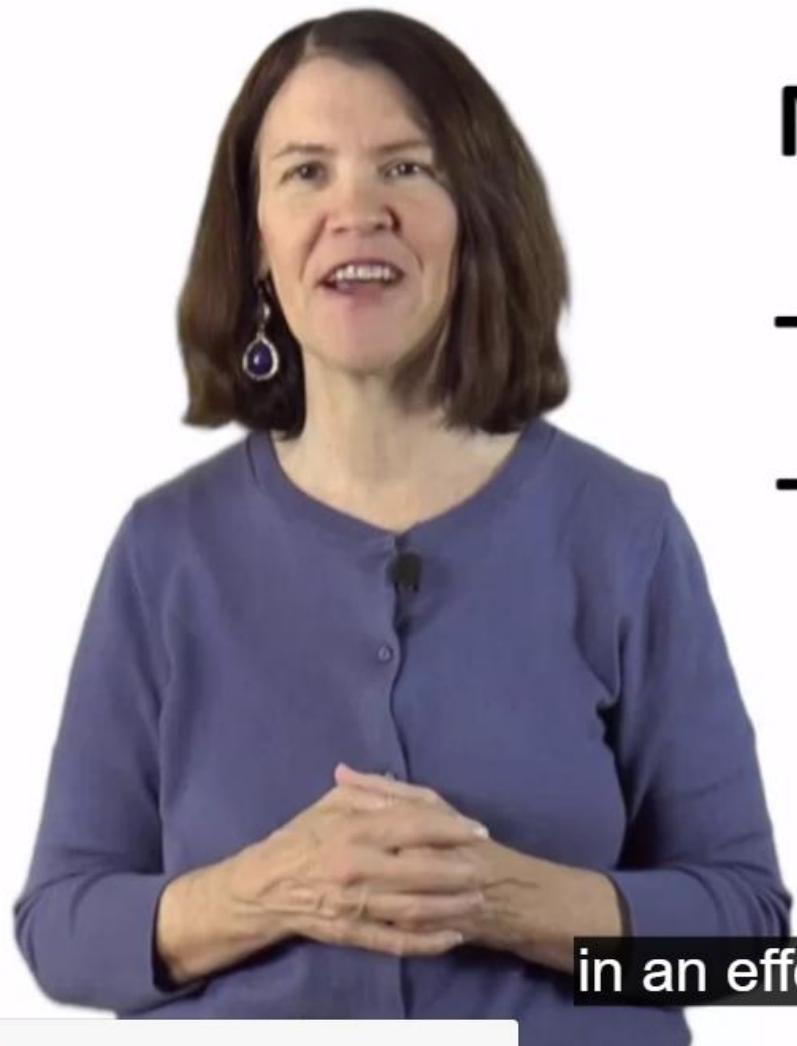
According to **Workfolio**, a newly launched company that develops applications for professional visibility, 56% of all hiring managers are more impressed by a candidate's personal website than any other personal branding tool—however, only 7% of job seekers actually have a personal website.

Workfolio's founder and chief executive Charles Pooley says: "The employment market is an incredibly scary place to be right now as a job seeker—but a personal website offers several important things to impress your odds." **their company are more impressed by potential employee's personal website**  
**One, it gives hiring managers a glimpse into your personality,** he says. "A website

# Professional ePortfolio in English

put you in that 7%, and increase your  
chances of professional success.

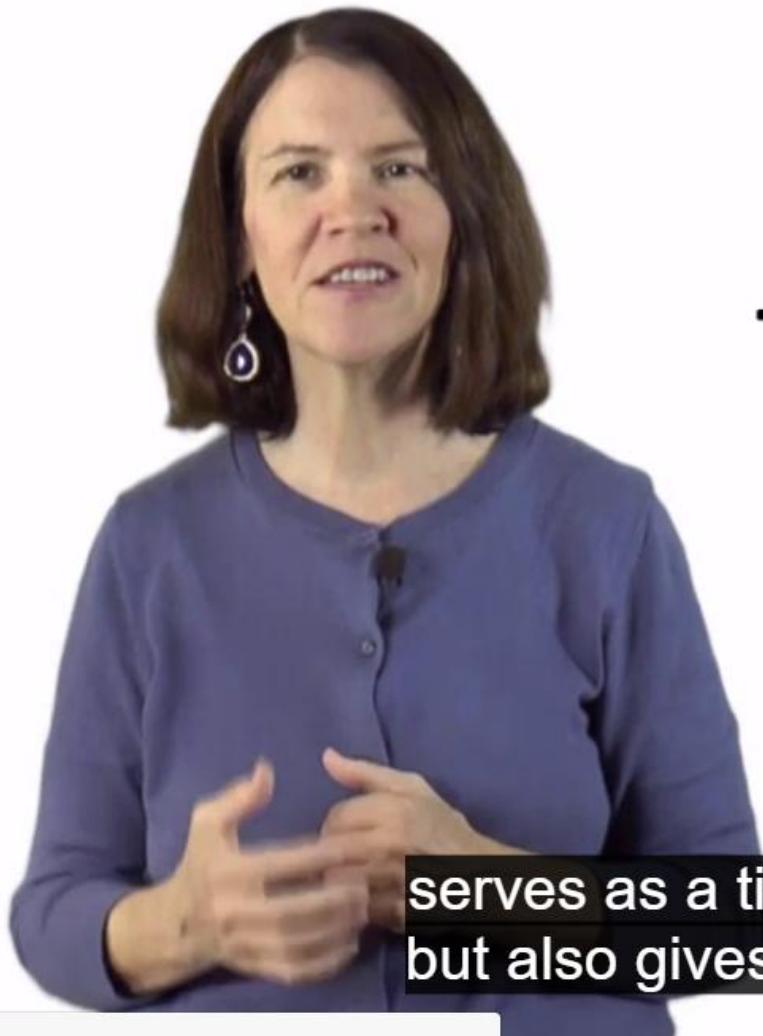




## Module 1

- Lesson 1: Headline
- Lesson 2: Summary of Capabilities

in an effective manner.



## - Lesson 1: Headline

- *Purpose of ePortfolio*
- *Title of ePortfolio*

serves as a title of your ePortfolio,  
but also gives the first impression.



\$1.25



\$2.95

Why is the coffee on the right  
more than double the price of

# **Headline: BRAND yourself effectively**

**because it is a quick way to include  
valuable, positive information about you.**

# Headline: 4 Steps

- 1. JOB TITLE**
- 2. ACTION VERB**
- 3. OBJECT of action verb**
- 4. PURPOSE of action**

And, step four is about choosing  
the purpose of your actions.

JOB TITLE (-ian, -ant, -er, -ist)	Fields of Study (-ing, -ics)
<i>Mathematician</i>	<i>Engineering</i>
<i>Consultant</i>	<i>Mathematics</i>
<i>Engineer</i>	<i>Computer Science</i>
<i>Biologist</i>	

Therefore, to write  
your headline correctly



BOB

- A. Mechanical Engineer
- B. Mechanical Engineering

If you picked A, you were correct.

**Creating:**  
creating  
producing  
designing  
building  
developing  
preparing

**Fixing:**  
fixing  
maintaining  
repairing

**Managing:**  
managing  
supervising  
overseeing

**Teaching:**  
teaching  
educating  
training

**Researching:**  
analyzing  
examining  
testing

**Communicating:**  
communicating  
conveying  
inspiring

**Helping:**  
assisting  
serving  
delivering

educating would be a great choice.



# BOB's Headline

Mechanical Engineer: Maintaining

### 3. OBJECT of action verb

*What does a teacher teach?*

The question you should ask yourself  
is what does a teacher teach.

### 3. OBJECT of action verb

*What does a teacher teach?*

Karen's Headline

Teacher: Teaching English as a Second Language

as Teacher: Teaching English  
as a Second Language.

### 3. OBJECT of action verb

*What does Bob maintain?*

factory systems      water systems      machinery

BOB's Headline

Mechanical Engineer: Maintaining water treatment systems

Be as specific as possible when  
following this third step.

## 4. PURPOSE of action

*Why does Bob maintain water treatment systems?*

to keep people healthy      to provide the cleanest water

*Why does Karen teach ESL?*

to help international students

Let's think together  
about the next example.

## 4. PURPOSE of action

Sample Headline

**Marketing Manager: Supervises ad\* campaigns to**

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\*ad: short form for *advertisement*

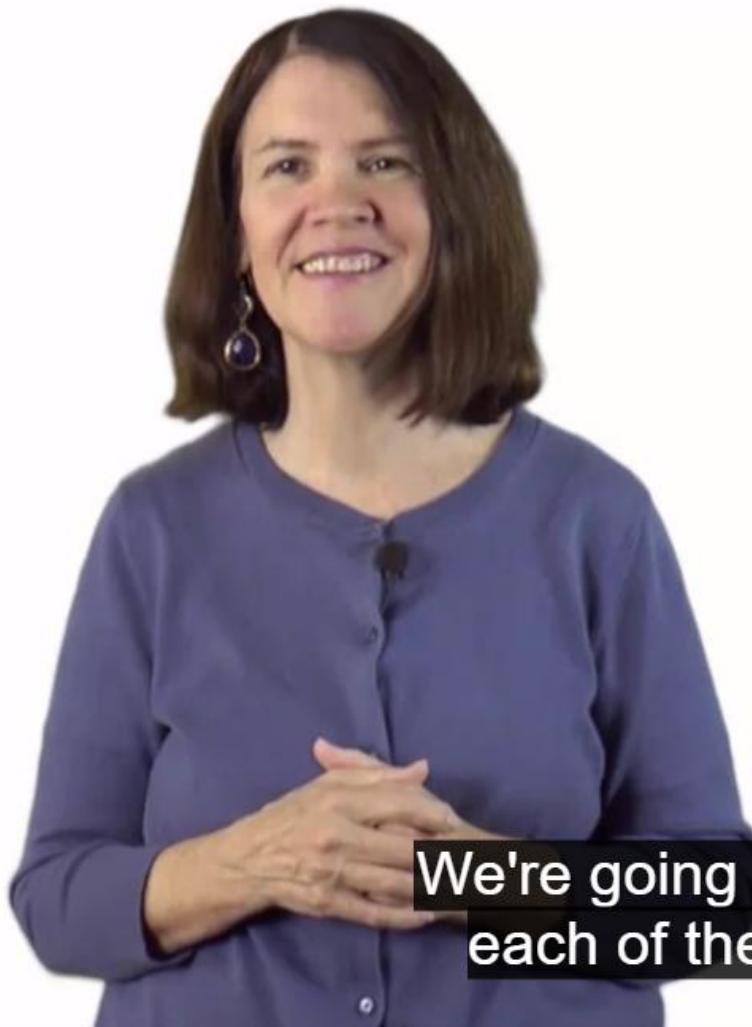
Try to complete this headline  
with the best purpose.

# Mechanical Engineer: Maintaining water treatment systems to keep people healthy



- Job titles
- Organization of employment
- Duration of employment
- Detailed list of tasks

list with the tasks you've completed while holding your job.



## **Company Name Job title (Duration of job)**

- Your important task 1
- Your important task 2
- Your important task 3

We're going to talk about how to write each of these parts in this lesson.

## Job Titles Review

I have studied accounting for several years.  
field name

I have worked as an electrician for 3 years.



**Electrical Engineering  
senior college student**

**Electrical Engineering Trainee**

Because he is volunteering at a company  
to gain professional experience.

# Entry Level Junior

They mean that you probably have education but not experience.



## Entry Level Software Developer

At this level, your job title will look like entry level software developer,



## Junior Software Developer

As you get more experience,  
your job title typically changes.



# Principal Senior Software Developer Lead

And you might see word such as senior,  
principal, or lead in your title.



# Contract Freelance

**Freelance Software Developer**





- a. student nurse
- b. registered nurse
- c. nurse practitioner

This may be a little hard, but try and  
guess which one has the most experience,



If you guessed a nurse practitioner,  
you're correct.

ABC INC.

## Verbs that indicate CHANGE:

- Managed a team of 10 people

*changed                    modified*

*improved                 increased*

For Kate, her impactful accomplishment could look like this.

# ABC INC.

## Senior Project Manager (May 2000-Jan 2011)

- Managed a team of 10 people
- Increased sales by 5%

*overhauled  
reorganized  
restructured  
revamped  
redesigned*

may have completely changed how her team operated to achieve projects.



# ABC INC.

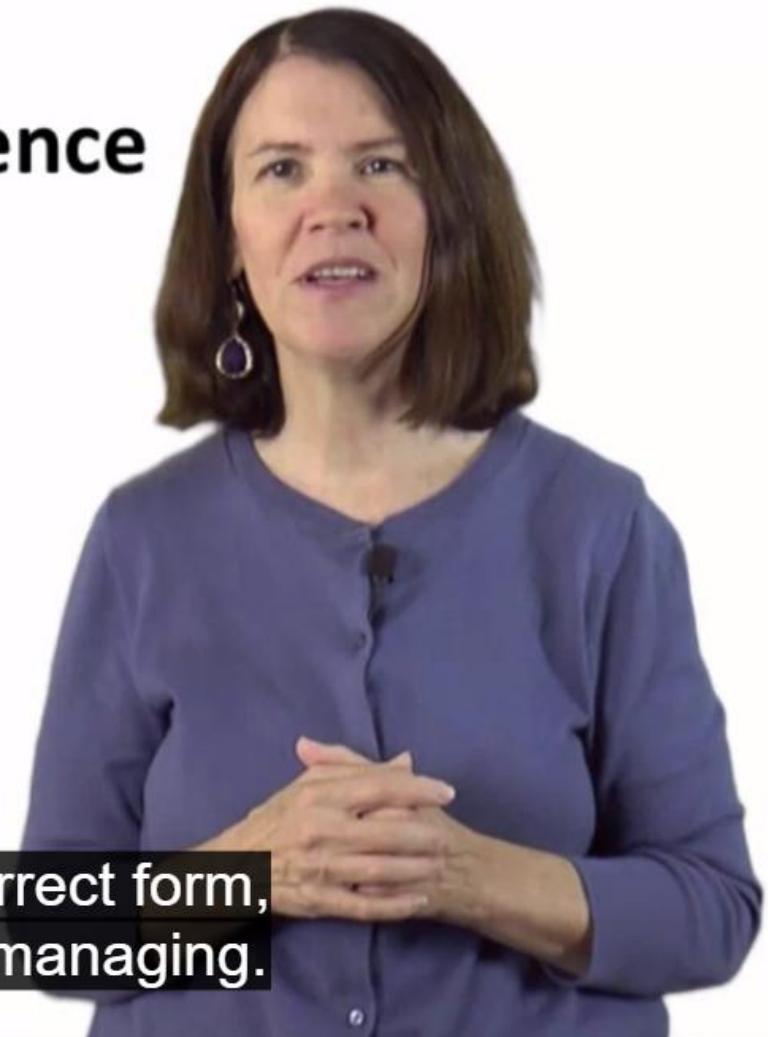
## Senior Project Manager (May 2000-Jan 2013)

- **Managed** a team of 10 people
- **Increased** sales by 5%
- **Restructured workflow for team projects**

However, if you still have the job,  
you want to use the ing form of

## Work/Professional Experience

- Job titles
- Level of experience
- Choosing action verbs



writing them in the correct form,  
such as managed or managing.

## Start Conversations

- to get a new job
- to create new opportunities
- to exchange experiences

on how to create dialogue with new people within an online environment.





## Reach out to professionals

by commenting on

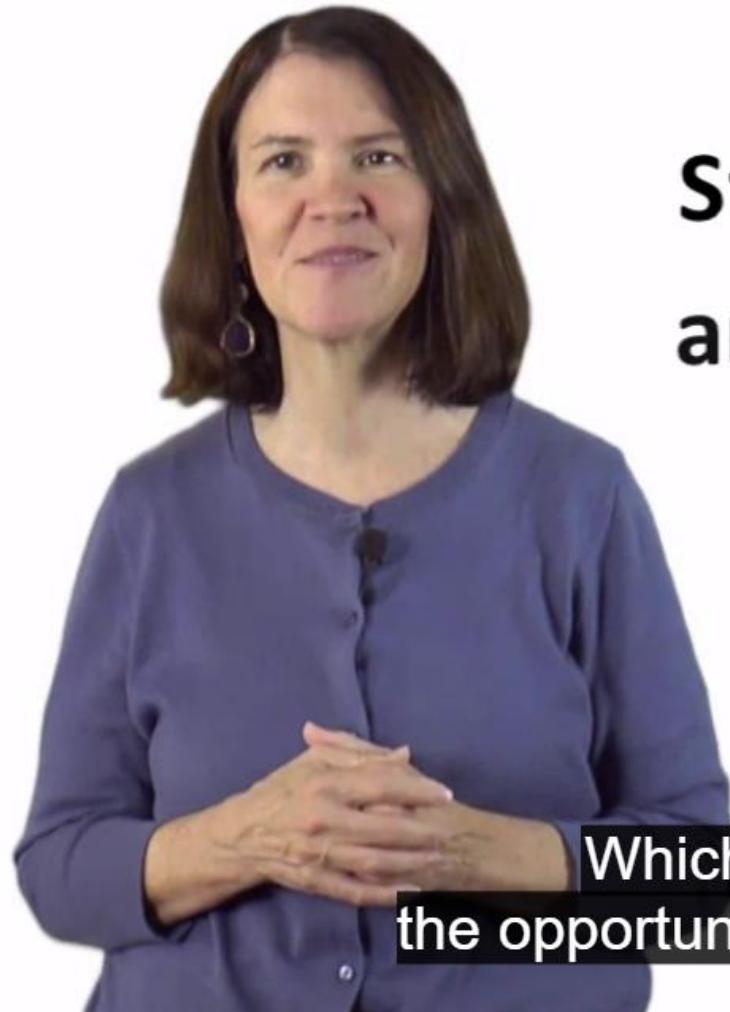
- their work
- their posts

to other professionals by commenting  
on their works and their post.

- giving a compliment
- making a request
- showing appreciation



making a request, and  
showing appreciation.



**Start longer conversations  
and exchange experiences!**

Which in turn, will allow you  
the opportunity to exchange experiences.

# Compliment

- Write positive  
ADJECTIVES

*amazing*

*awesome*

*impressive*

*great*

*nice*

Like *amazing*, *awesome*, *impressive*,  
*great* or *nice*, to name a few.



## **GENERAL**

*amazing*

*awesome*

*impressive*

*great*

*nice*

(personal opinion)

**SPECIFIC**

*thin*

*big*

*expensive*

*solid*

*bright*

to name a few, they are too specific for  
this type of post.

## Question

Which adjective would be the best choice to complete this compliment?

Your design is \_\_\_\_\_!

- colorful
- detailed
- excellent

✓ Correct

Skip

Continue

When did you complete that?  
How did you do it?  
What did you use to make this?

Showing  
Interest

Show that you're truly  
interested about someone's work.

To a Computer Programmer

*What kind of software  
did you use?*

*Did it take a long time to do it?*

*Was it easy?*

But, these kinds of questions  
can be answered quickly, so



To a Computer Programmer

*Who...?*

*What...?*

*When...?*

*Where...?*

*Why...?*

*How...?*

Like who, what, when, where, why, and how.



*Could you look at my work?*

*Would you like to view my ePortfolio?*

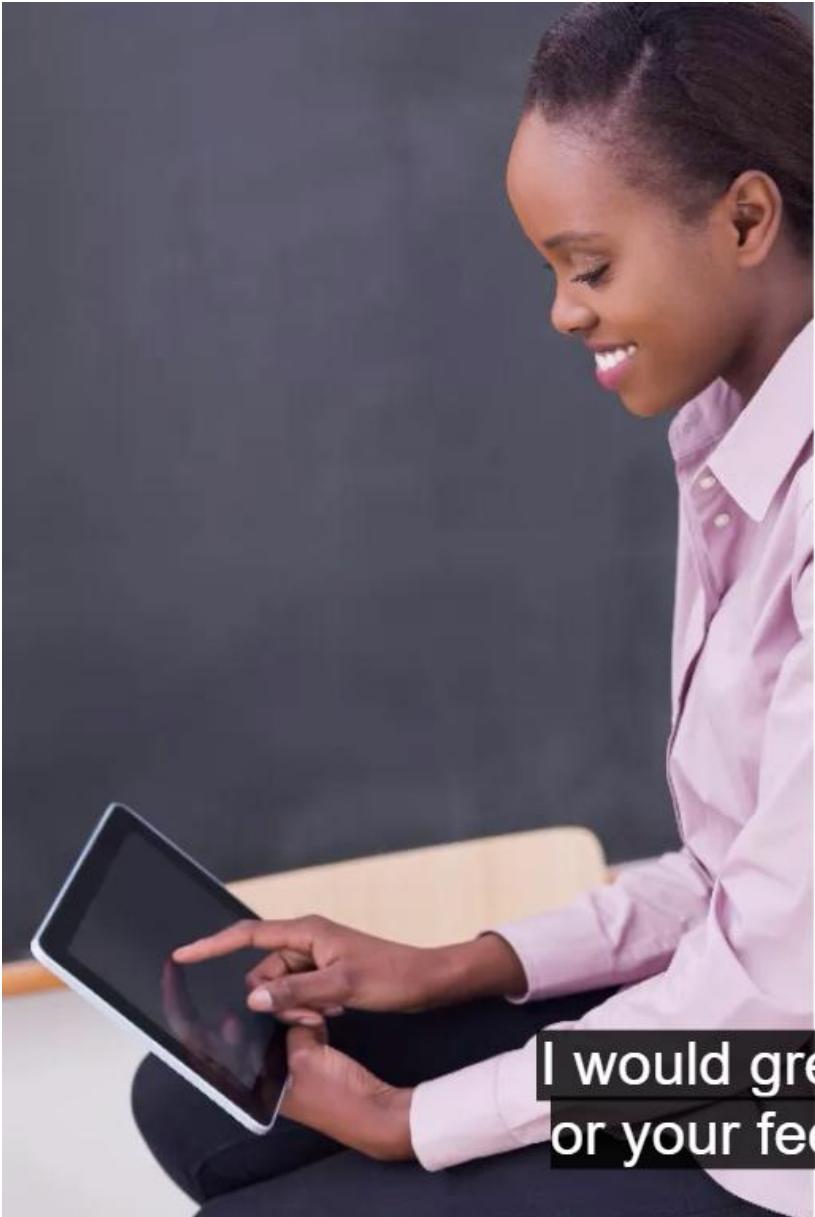
**Write a Request**

"Would you like to review my e-portfolio?".

## Add Words of Thanks

*Could you look at my work  
and let me know what you  
think? I would greatly  
appreciate your feedback.*

I would greatly appreciate your feedback  
or your feedback would be appreciated.



**Create  
effective  
posts**

**Increase  
chances  
of employment**



**Now you may not be looking for  
a job at this moment, but**

**Create  
effective  
posts**



**Start a  
conversation  
with a future  
employer**



To do that, you can use the first sentence of your e-portfolio summary,

## **1st POST**

### **Introduction**

+

### **Your Goal**



**Jim Long @jimlong72**

I'm an IT manager with 10 years of experience, and  
I'm looking for a job.



...I'm seeking employment

...I'm looking for a new job opportunity

...I'm exploring new career options

a new job opportunity, or  
I'm exploring new career options.



Suzi Lee  
@minqx

@jimlong72 I found a job that you might be interested in [vacareers.va.gov/VACAREERS/care...](http://vacareers.va.gov/VACAREERS/care...)

3/26/16, 2:28 PM

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VIEW TWEET ACTIVITY

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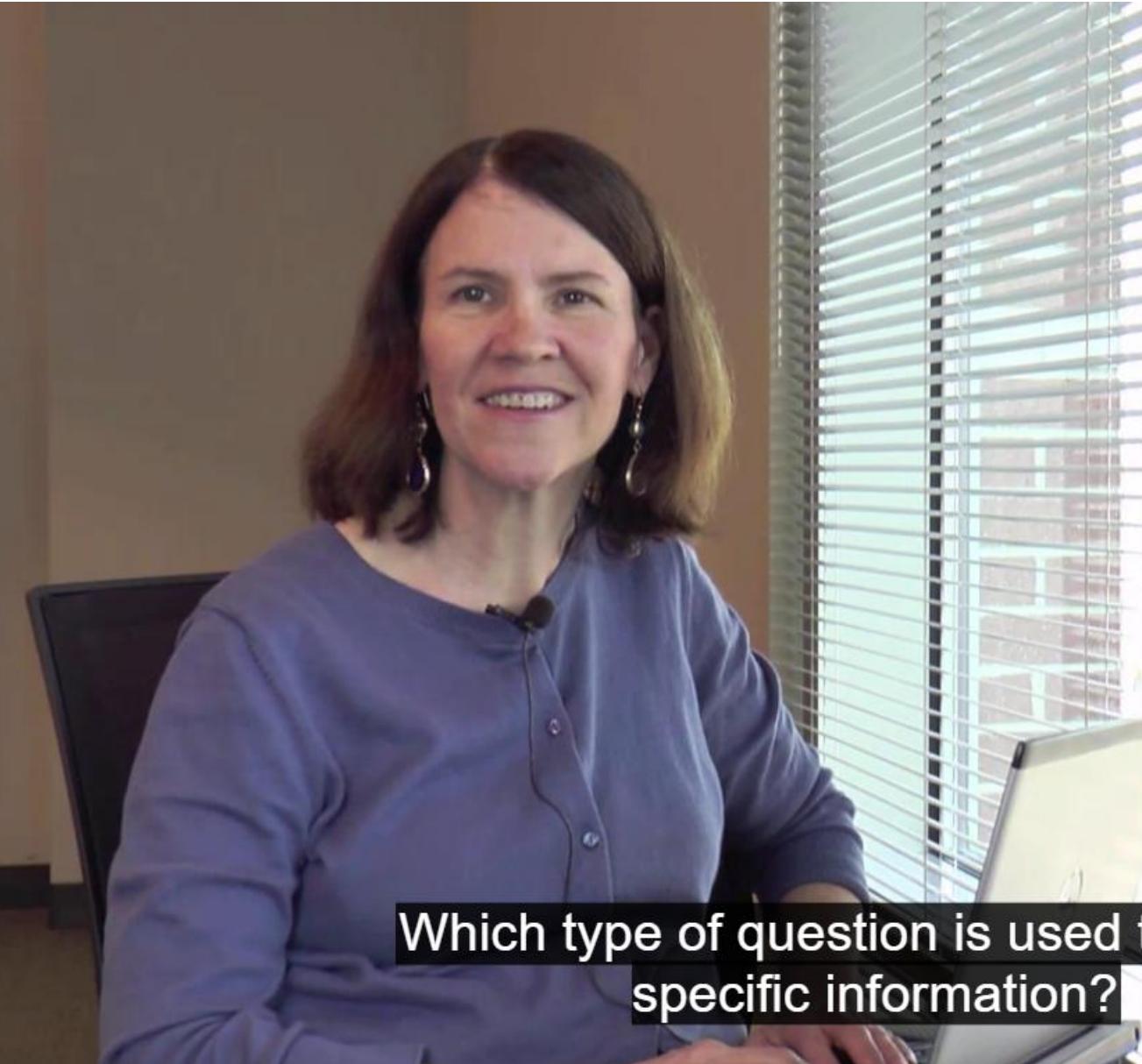


I found a job that you  
might be interested in, or

## Yes/No Questions

## WH Questions

Which type of question is used to ask for specific information?



## Question

Which question type is used to ask for specific information?

- Yes/No questions
- WH questions

✓ Correct

Skip

Continue

# WH Questions - Ask for specific information

***How*** do I get in touch with them?

***What*** is the link for this job?

