Professional statement outline

To develop a professional statement that briefly explains who you are and what you are passionate about, follow the steps outlined.

Note: You will need a piece of paper or a blank word processing document to complete this activity

Step one

List three-to-five strengths that you currently have or are committed to developing (e.g., strong written and verbal communication, time management, programming, etc.).

Having an inventory of your strengths can help you create your personal statement. It may also encourage you to focus on skills you want to develop as you progress through the certificate program.

Step two

List two-to-three values you have (e.g., protecting organizations, protecting people, adhering to laws, being compliant, ensuring equitable access, etc.).

Establishing your values will help you and a prospective employer determine if your qualities as a person align to the role or organization. Ensure that you are representing yourself accurately, and be honest about what motivates you.

Step three

Ask yourself some **clarifying questions** to determine what to include in your professional statement:
1. What am I most passionate about in the field of cybersecurity?
2. What would I like to be known for after I enter the field?
3. Who is the audience for my professional statement (e.g., cybersecurity recruiters, specific organizations, government employers, etc.)?
4. What differentiates me from my peers?
5. What do I have to offer potential employers that is unique?