

**Building Your Story**

The focus of course one is to get you to understand what you have accomplished personally and professionally and present it in a clear and concise manner. The goal is to develop your brand identity, possess the verbally advantage and project with confidence! This section will target all of your academic and professional accomplishments and really set you apart from everyone else! We will teach you in this course to professionally build your brand, your story and present it with power and confidence. This is **YOUR PITCH!** **It’s your Autobiography!** You will build confidence because these are your accomplishments and your words, not someone else’s. Confidence is the key to a success.

This document is about working backwards to get to the root of YOUR story!! Write short bullet points of your responsibilities, accomplishments, projects, software used, awards you received, training and management responsibilities, cost saving etc.,

This tool is going to be something you are going to use and edit for the rest of your career. You are going to add to this as you gain experience, internships, employment or accomplishments in your career. This document will be a resource that will assist you when you introduce yourself to people, when networking, in a professional setting, conducting a job search and interviewing.

**NOTE:** **TIME TO** **BRAINSTORM!** The more bullet points the better. You will need to write and to re-read your points to trigger your memory. Sometimes the smallest bullet point triggers other skills and accomplishments. Do not worry about adding bullets the more the merrier!

Next Section: **THE VERBAL ADVANTAGE!**

The next section will focus on **DELIVERY!** Organizing your story in writing is the first task and is KEY to successful verbal delivery! We will cover volume, pitch, rate, pauses, pronunciation, and impact. No matter what situation or audience you address, you will always be able to engage, interest and deliver with confidence! **THE VERBAL ADVANTAGE!**



**College:**

**College Attended:**

**Major:**

**Minor:**

**GPA:**

**Year Graduated:**

**Awards Achieved:**

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**Sports Played:**

**Student Government/Associations:**

**Fraternity/Sorority:**

**Top three references from college**

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**Volunteer**

**Name of Organization:**

**Title:**

**Dates worked:**

**Report To:**

**Job Responsibilities:**

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**Powerful statements that describe your professional achievements**

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**Professional Work or Internship**

**If you just graduated put in your last internship**

**Name of Organization (Current):**

**Title:**

**Dates worked:**

**Report To:**

**Job Responsibilities:** (If there are more than 10 keep writing, the more info the better the story. Include accomplishments, projects, cost savings, processes put in place, system implementation, creation of spreadsheets, etc. These are bullet points and small phrases that trigger more thoughts)

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**Awards:**

**Computer Systems Used:**

 **Reference (who would give you a reference to describe your work performance Name & Title)**

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**Professional Work Experience**

**Name of Organization:**

**Title:**

**Dates worked:**

**Report To:**

**Job Responsibilities:** (If there are more than 10 keep writing, the more info the better the story. Include accomplishments, projects, cost savings, processes put in place, system implementation, creation of spreadsheets, etc. These are bullet points and small phrases that trigger more thoughts.)

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**Awards:**

**Computer Systems Used:**

**Reference (who would give you a reference to describe your work performance Name & Title)**

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**Professional Work Experience**

**Name of Organization:**

**Title:**

**Dates worked:**

**Report To:**

**Job Responsibilities:** (If there are more than 10 keep writing, the more info the better the story. Include accomplishments, projects, cost savings, processes put in place, system implementation, creation of spreadsheets, etc. These are bullet points and small phrases that trigger more thoughts.)

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**Awards:**

**Computer Systems Used:**

**Reference (who would give you a reference to describe your work performance Name & Title)**

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**Professional Work Experience**

**Name of Organization:**

**Title:**

**Dates worked:**

**Report To:**

**Job Responsibilities:** (If there are more than 10 keep writing, the more info the better the story. Include accomplishments, projects, cost savings, processes put in place, system implementation, creation of spreadsheets, etc. These are bullet points and small phrases that trigger more thoughts.)

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**Awards:**

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**Professional Work Experience**

**Name of Organization:**

**Title:**

**Dates worked:**

**Report To:**

**Job Responsibilities:** (if there are more than 10 keep writing, the more info the better the story. Include accomplishments, projects, cost savings, processes put in place, system implementation, creation of spreadsheets, etc. These are bullet points and small phrases that trigger more thoughts)

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**Awards:**

**Computer Systems Used:**

**Reference (who would give you a reference to describe your work performance Name & Title)**

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**Volunteer**

**Name of Organization:**

**Title:**

**Dates worked:**

**Report To:**

**Job Responsibilities:**

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**Powerful statements that describe your professional achievements**

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**References:**

Professional references are the key! You need to acquire references from where you worked or volunteered. You should be connected in LinkedIn with all of your references.

1.
2.
3.
4.
5.