Summary Statement Worksheet

A: Pick 3 of these adjectives

- ❑ Solutions-driven
- ❑ Customer-focused
- ❑ Enthusiastic
- ❑ Analytical
- ❑ Creative
- ❑ Innovative
- ❑ Conscientious
- ❑ Hard-working
- ❑ Accomplished
- ❑ Aggressive
- ❑ Energetic
- ❑ Results-oriented
- ❑ Successful
- ❑ Talented
- ❑ Strategic
- ❑ Motivated
- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____

B: Pick 1 noun

- ❑ Professional
- ❑ _____ Professional
- ❑ Employee
- ❑ Worker
- ❑ Manager
- ❑ Leader
- ❑ Supervisor
- ❑ Problem-solver
- ❑ Administrator
- ❑ Salesperson
- ❑ Customer Service Representative
- ❑ Individual Contributor
- ❑ Nurse
- ❑ Consultant
- ❑ _____
- ❑ _____
- ❑ _____

C: Pick 3 of these action phrases

- ❑ Directs cross functional teams
- ❑ Is attentive to detail
- ❑ Inspires customer loyalty
- ❑ Provides full product lifecycle management
- ❑ Develops strong working relationships
- ❑ Improves efficiency
- ❑ Develops improved methods/systems
- ❑ Meets all deadlines
- ❑ Solves tough problems
- ❑ Produces quality work
- ❑ Achieves consistent results
- ❑ Manages multiple projects
- ❑ Works well under pressure
- ❑ Pushes for positive change
- ❑ Deals with ambiguity
- ❑ Motivates others
- ❑ Encourages team efforts
- ❑ Gets along well with others
- ❑ Achieves sales results
- ❑ Consistently meets budget requirements
- ❑ Consistently exceeds goals (quotas)
- ❑ Manages and helps people improve
- ❑ Pushes leading-edge technology
- ❑ Sets standards for other workers
- ❑ Develops strong relationships with customers (vendors)
- ❑ _____
- ❑ _____

Statement Summary Fill-In (Plug in your choices from above.)

I am a (an) _____ (A), _____ (A), and _____ (A)

_____ (B), who _____ (C),

_____ (C) and _____ (C)

_____.

I have (over) _____ years of experience as a _____

In the _____ field of the _____ industry.