|  |  |
| --- | --- |
| Name of Employer / School | Skill 1 |
| Position | Skill 2 |
| Project | Skill 3 |
| Year | Skill 4 |

Title – relevant to the story

Short Summary – preferably not longer than two lines in this template

Write your story here, provide facts and details, highlight key skills you applied. Be honest and use simple courteous language as if you were talking with a colleague over a coffee.

***Once you are done with your story, do the following steps:***

1. *Revisit the Title, and change it if necessary. We often see people stating a Title and then writing the story on something else.*
2. *Read again your Short Summary and make changes if necessary*
3. *Read your story again and identify the most important skills that you applied in the context. Fill-in the Skills section in the summary table. Add any newly explored skills to your linkedin profile*