

The Week 3 Discussion asked you to consider the following and draft a 100-word bio:

1. Stay at or just under 100 words
2. What makes you stand out and how can you define your “brand?”
3. Incorporate the appropriate wording (lexical choices) from the job announcements when necessary--the keywords and phrases from your analysis above.
4. What are three to five claims you can make about your accomplishments, experiences, and/or skills?
5. Be specific and concise.

Try to stay away from typical job search platitudes such as "hardworking," "multitasker," "dependable," and others that can be used to describe just about anyone. Instead, push yourself to be unique and define you--and your brand.

Expanding on what you wrote for the Week 3 Discussion, compose the first full draft of the 250-word bio--ultimately, you'll include the final draft in your Writing in Action portfolio. More specifically, consider the 3-5 claims you make in Step 4 from above. What short examples or anecdotes support those claims and help to **show** reader-users what you are able to contribute?