

SELF-INTRODUCTION.	HARD SKILLS
STRENGTHS	LEADERSHIP
WEAKNESSES	CAREER GOALS
NETWORKING	ACHIEVEMENTS
TEAMWORK	FOLLOW-UP
SOFT SKILLS	ELEVATOR PITCH

Briefly talk about yourself.	Key skills or positive qualities	Areas for improvement	Notable career accomplishment
Experience collaborating with others.	Ability to guide and motivate a team.	Building professional relationships.	Post-meeting or interview outreach.
Communication, empathy, adaptability.	Technical expertise.	Long term professional objectives	A concise summary of your profile.