

# ADD YOUR PROFILE

## *Marion's List.*



Writing your Marion's List entry is easy, but you do need to take a little care too. Here are some tips to help you get started and a few things to keep in mind as you write.

If you are feeling self-conscious or overly modest it might help to forget that you are writing about yourself – pretend you are compiling an entry for a fabulous friend!

### Getting started

- **Take a look at other entries**  
Think about which you find engaging and why.
- **Try writing your profile with a buddy!**  
You could pair up with someone who knows you well and can help you identify your strengths – and vice versa. Alternatively, pair with someone new and use prompts to learn about each other.  
  
In the process you will identify key things to include in your profile!
- **Use some prompts to help you get started**  
Questions to ask your buddy or yourself include:
  - What is your current role? What does it entail?
  - What motivates you? What makes you care about the work you do?
  - What are your main skills / areas of expertise?
  - How might a co-worker describe you?
  - Is there anything specific or unusual about your experience or background that you'd like people to know?
  - What is the main thing you would like people to know about you professionally?
  - What do you think sets you apart from a typical person in your role?
  - Where do you see yourself in 5 or 10 years?
  - Are there specific things you'd like to get into that falls outside your usual job description? (Mentoring, public speaking, writing etc.)
  - What are you interested in / where do you want to hone your skills further?

(Thanks to Megan Boyle for these prompts.)

### Writing your profile

- **Use the first sentence as an overview** – briefly explain who you are and what do you do. Remember that some people will only read the first sentence or two.
- **Think about the order of your information.**  
Put the most important material first and then back it up with detail. (Don't start with educational background and build towards key experience – people may not keep reading.)
- **Use descriptive terms to help people find you.**  
Marion's List is searched by keywords, so think about what terms might be used to search for someone with your expertise.  
  
Are you a BIM expert? Say so! Are you a historian, or a project architect or an urban designer (or all three)? Are you an ace specification writer or an expert in client liaison or an HR specialist or a design lead? Tell people! What types of projects do you work on? Let people know.
- **Think how best to describe your role** – this is the first thing people will see on Marion's List. It's OK to name a few, especially if you have a 'portfolio' career.
- **Mention your current career stage** – graduate, emerging, mid career, established?
- **Write in clear direct prose** and avoid long, complex sentences. This is the place for short, snappy, accessible writing.
- **Don't be afraid to show a bit of personality.** (But don't force it either!)
- **Mention your commitments and interests**, as well as your achievements and work history. Think about where you want to go as well as where you have been.
- **Don't overuse capital letters** – if you are describing areas of work, or roles, use lowercase – including for the word 'architect', unless it is part of a specific title. On the other hand, Indigenous should always have an 'I' when referring to Indigenous people in Australia.
- **Last of all, check your spelling and grammar!** (Use Australian standard spelling – for example, ise not ize).