

- **First**, give an overview of the project in short bullet statements. Explain briefly **what the project was about** and **how you did it**. You should have about **3-5 bullet statements** about the project.
- **Next, List 4-5 skills used on a scrap piece of paper:** Ask yourself -What was that project really about? What skills did I use to create that project? Start writing whatever comes to mind.
- **Example:** in Visual Merchandising II, the **“perfume project”** – start writing what comes to mind;
 1. *I worked with a partner in a team;*
 2. *We created a new perfume from the name to fragrance to advertising to display;*
 3. *We used marketing and advertising tools;*
 4. *We tried to appeal to a particular target market;*
 5. *We used the elements of design to create a display to convey the image.*

Now create your Project Statement Bullet Points, like this;

- **Created** a new perfume with a partner which included the name, fragrance notes, advertising and display.
- **Involved** listening to other ideas and opinions.
- **Used** advertising and marketing tools to appeal to a specific target market.
- **Used** the Elements of Design to craft an appealing in store display.

Skills used:

1. Teamwork
2. Creativity (Try not to repeat the same skills over and over)
3. Advertising

Notice - lots of information in a little amount of space – brief and to the point. Done in 3rd person – **do not use** “I, me, we, us, you”.