

Hi, Nancy! I'm your writing tutor, Elliot E. I look forward to working with you today. I've written comments about your submission in the form below and embedded comments directly into your work.

Thank you for choosing us to help you improve your career writing. Let's begin!

What's Working:

The reviewer highlights a strength of the writer's work.

Nancy, you've developed strong paragraph unity. After your introduction, each paragraph stays focused on a specific moment in your gardening career, which helps the reader focus on one idea at a time, making your profile easier to read.

What Needs Work:

The reviewer provides personalized advice to guide job seekers to a more polished final product.

I've chosen three priorities to focus on as you revise.

Content Development

There are some underdeveloped experiences in your writing that may leave the potential client confused about what you've accomplished. Here's an example:

This work with local schools led me to a new adventure serving as the Education Director at the Lincoln Botanical Gardens. My role here involved teaching and developing group workshops for all aspects of backyard gardening.

"All aspects" is unclear because it doesn't define the sort of work you did as an education director.

- What specific kinds of workshops did you develop?
- What demographic of individuals were you working with during these workshops? For instance, what age ranges were the workshop participants?
- What were the goals of these workshops? Did you focus on decorative gardening, vegetable gardening, sustainable gardening, and/or organic gardening, for example?

Adding further detail will help the reader understand the sort of work you've done, which will allow the client to better match your skills and experiences with what she's looking for. Read through your profile and look for other short paragraphs and vague words (such as "many") that indicate spots you can develop your skills and experiences; read more about vague words in the lesson on [Word Choice](#).

Organization/Formatting

Another area that you might improve, Nancy, is the chronological order of your profile. Right now, your profile is laid out from past to present. Most clients, though, prefer that work experience be laid out from the most recent experience to the least recent (this is called *reverse chronological order*). By organizing information in reverse chronological order, the client has an easier time finding your most recent experiences, which often illustrate a person's growth in knowledge and may connect more fully with what a person might do or grow to do in a new position.

For example, in your writing, you begin by talking about

- ✓ your internship,
- ✓ move to your first job after graduating,
- ✓ your second job after graduating (as a Schoolyard Gardens Coordinator),
- ✓ your work at the Lincoln Botanical Gardens, and
- ✓ your decision to open your own business.

This organizational structure makes your most recent entrepreneurial experiences seem less important, but you need them at the forefront to attract new clients.

Consider placing your most recent experiences first instead, and then work backwards. If I were writing an employment profile, for instance, I might start by saying I'm a freelance editor at present. Then, I could talk about my previous work, teaching composition at a university. Use this example to guide you as you shift your organization to highlight your recent experiences first.

Grammar & Mechanics

There are several sentences where commas are missing after introductory elements, which may cause your profile to feel less professional. Introductory elements are words/phrases that appear at the beginnings of sentences and introduce the main clauses of the sentence. Main clauses are the primary actions of sentences. Here's an example of an introductory element and how it should be punctuated:

[Incorrect]: After attending graduate school I continued teaching composition.

[Correct]: After attending graduate school, I continued teaching composition.

Notice that "after attending graduate school" simply provides a time frame for the main information in the sentence. Usually, introductory elements tell readers where, when, how, or why things occur. In this case, the introductory element answers when, and "I continued teaching composition" can stand on its own as a sentence (which makes it a main clause). Now, let's look at a sample from your essay:

During my tenure the school district saw tremendous changes in student eating habits and student attitudes toward gardening and wellness.

Like in my example, your sentence has an introductory element that answers when. When did you see tremendous changes? Place a comma after the introductory element here, and feel free to use my model to help you. Then, look for other introductory elements in your essay that need commas. You can read more about placing commas after introductory elements in the lesson on [Commas](#).

Revision Checklist:

The reviewer reminds the writer of the most important revision needs.

- Make your work experiences more specific, especially in your shorter paragraphs.
- Arrange your experiences in reverse chronological order.
- Place commas after introductory elements.

You've done a great job keeping your profile focused, Nancy. Thank you for submitting your employee profile for review! I enjoyed reading it, and I wish you the best of luck with your job search.

Have a good day!
Elliot E.

You can find more information about writing, grammar, and usage in our [Writer's Handbook](#). Please look for comments **[in bold and in brackets]** in your submission below. We hope to work with you again soon!

Nancy Ray Wheeler, Garden Guru

I am a consultant and landscaper with over 10 years of experience designing and maintaining gardens. With my academic background in organic and sustainable gardening methods and my keen eye for design and aesthetics I create stunning edible landscapes and prolific, organic vegetable gardens for homeowners, nonprofit organizations, schools, and businesses. **[Either here or in your final paragraph where you discuss your work in your own business, consider adding some examples of the clients you've worked with (with their permission, of course). What are some of the nonprofits, schools, or businesses you've helped to create gardens since you began your own business? If a potential client has seen one of these places, it may help grab his attention.]** In addition to creating and maintaining gardens I provide training workshops and one-on-one gardening lessons. Not only can I help you design and build your perfect garden; I can teach you how to maintain it for years to come.

Just after graduating from the sustainable agriculture program at Warren Wilson College I served as an intern for the Omaha Community Gardens. While completing this internship I participated in the development of many large-scale gardens and developed knowledge of many innovative gardening techniques. **[What kinds of "innovative gardening techniques" did you learn about? What are some examples? Add specifics here to help your reader understand your background and experiences.]**

I later served as the Schoolyard Gardens Coordinator for the Lincoln Unified School District, where I oversaw 37 elementary, middle, and high-school food-to-lunch tray vegetable gardens. During my tenure the school district saw tremendous changes in student eating habits and student attitudes toward gardening and wellness.

This work with local schools led me to a new adventure serving as the Education Director at the Lincoln Botanical Gardens. My role here involved teaching and developing group workshops for all aspects of backyard gardening.

I started my own business in 2012 in order to develop a closer connection with my clients and students. Working directly with clients gives me the opportunity to customize gardening instruction and landscape designs to each clients' needs. Perhaps you would like to turn your backyard into an edible fruit forest or a butterfly's paradise! **[In your previous two sentences, apostrophes aren't used correctly to show possession. When a single owner possesses something, an apostrophe "s" should be used: e.g., *each elephant's trunk*, *the plant's roots*. Where do you establish possession in the previous two sentences?]** Perhaps you would like to grow and can your very own heirloom tomatoes. I am also available for speaking engagements and group workshops. You can see a sample of my work here: (Link).