

The **Profile** section of a resume is composed of 4-7 (no magic number) brief statements stating why you are the ideal candidate for the job you are seeking. Write about your experience, credentials, expertise, personal values, work ethics, background, and/or anything that makes you qualified for the job. You are free to make claims, drop names, and do your best to entice the reader to finish reading the resume. Remember, all claims must be substantiated later when you write the body of the resume, so be honest while giving yourself full credit.

Questions and examples to help you come up with strong profile statements:

- How much experience do you have in this profession, in this field, or using the required skills?

Example: Someone staying in the field of financial management might write, "I've worked as a financial manager for a mid-sized company for the last 14 years."

Profile Statement: 14 years as the financial manager of a company with current sales of \$75 million

-Imagine your best friend is talking to the hiring person for the job you want. What would your friend say about you that would make the employer want to call you for an interview?

Example: The best friend of a job hunter desiring an editorial position with a newspaper might say, "She even won the Pulitzer prize! I don't think anyone from the Examiner had ever done that before."

Profile Statement: First syndicated journalist at the *Examiner* to receive the Pulitzer Prize

-How is success measured in the position mentioned in your objective statement? How do you measure up?

Example: A software developer wishing to make a move into technical writing might write, "Many different users have told me that my explanations are easy to understand."

Profile Statement: Reputation for writing clear and concise explanations for technical and non-technical users

-What is it about your personality that makes this job a good fit for you?

Example: A customer service representative staying in the same field might write, "I am very diplomatic, so I get good results."

Profile Statement: Outstanding diplomacy that consistently produces win-win results for customers and company

-What personal commitments or passions do you have that would be valued by the employer?

Example: Someone wanting to lead an environmental organization could write, "I am committed to educating people about industrial waste hazards that are endangering the environment."

Profile Statement: Strong commitment to preserving nature through education about environmental hazards

-Do you have any technical, linguistic, or artistic talents that would be useful on the job?

Example: Someone applying to be a teacher in a multilingual school might write, "I can speak Spanish, Italian, and Russian."

Profile Statement: Multilingual in Spanish, English, Italian and Russian

Sample Profile Statements: 125+ Powerful Statements to Describe You

1. MBA candidate with over seven years experience in operations management and financial planning/lending seeks challenging
2. Success at providing oversight and effective leadership to complex projects
3. Effective communicator who relates well to diverse groups of people at all levels within an organization
4. Persuasive, articulate individual who easily meets people and quickly engenders trust and confidence
5. Acumen for building and sustaining relationships by providing exceptional customer service
6. Proven team leader adept at prioritizing, delegating, and motivating employees
7. Ability to multi-task and complete time sensitive projects
8. Strong administrative skills, including budgeting, project management and customer and vendor relationships
9. Positive individual who sees challenges as opportunities
10. Results oriented marketing representative for large, national distributor with documented success in regularly exceeding goals seeks challenging marketing position
11. Top performer for Houston area; among the leaders nationally
12. Success achieved by the exceptional servicing of existing accounts, as well as the acquisition of new accounts
13. Very comfortable working with all levels of an organization
14. Special gift for establishing immediate rapport with people and quickly engendering trust and confidence
15. Persuasive and articulate communicator
16. Analytical problem solver who can quickly adapt to changing circumstances
17. Highly motivated, ambitious MBA candidate who thrives in a goal centered environment
18. Proven history in attracting and retaining customers through engendering trust and confidence and effectively servicing existing accounts
19. Documented and quantified success in implementing changes that resulted in significant improvement in efficiencies and reduction of costs
20. Technology driven achiever accustomed to using state-of-the-art information technology to fulfill business needs
21. Exceptional oral and written communicator who is persuasive and articulate
22. Accomplished presenter
23. High energy, self starter who is known for dedication, 110% effort and follow through
24. Experienced human services professional with over a ten year background in the administration and delivery of services
25. Very strong communication skills, both written and oral
26. Relates well to diverse groups of people with an ability to quickly engender trust and confidence
27. Highly organized with a meticulous attention to detail
28. Creative problem solver who welcomes challenges
29. Strong planning and meeting management skills
30. Highly effective and personable leader who exceeds expectations at every turn
31. Team builder adept at prioritizing, delegating and motivating
32. Known for creating a positive work environment through strong interpersonal skills and service orientation
33. Self-directed, high energy problem solver committed to excellence
34. Proven track record of providing oversight and effective leadership to complex projects
35. Special acumen for teaching and training
36. Documented and quantified success in implementing changes that resulted in increased efficiencies and positive impact on bottom line
37. Described by other as “ _____ ” and “ _____ ”
38. Taken from recent evaluation: “ _____ ”
39. Served as driving force from alpha phase to final release on several major projects
40. Exemplary problem solver who finds innovative solutions to complex problems
41. Respected team-builder and leader adept at managing the overall project while effectively delegating, providing support and promoting a cohesive team environment
42. Gifted collaborator who is respected for the ability to establish strong working relationships with all of the internal and external stakeholders

43. Immediately engenders trust, confidence and rapport
44. Articulate and dynamic speaker who matches communication style and teaching with the needs of diverse audiences
45. Extraordinary portfolio of measurable accomplishments
46. Mature, polished individual who relates well to diverse groups of people and provides exceptional customer service
47. Problem solver with experience dealing with difficult situations in a sensitive manner
48. Highly effective facilitator/trainer with health education background in a mission-driven environment
49. Profound belief in the mission of the University
50. Diverse multicultural educator with experiences in both higher education and community-based initiatives
51. Global perspective, cultural sensitivity and fluency in written and oral Spanish
52. Exceptional researcher and writer; published author
53. Multi-program grant writing experience
54. Significant experience facilitating workshops on topics of power, culture and politics
55. Respected classroom instructor
56. Recipient of numerous awards, scholarships and honors
57. Leadership roles within multi-cultural community groups
58. Well established contacts with local educators, public officials and non-profit organizations
59. Experience organizing lecture series, leadership workshops, and other public presentations.
60. Communication style characterized as respectful and friendly
61. Patient listener who fully focuses on those who are talking
62. Gift for recruiting, training and empowering volunteers
63. Heightened sensitivity to confidentiality
64. Experienced with a wide variety of therapeutic techniques and assessment tools
65. Inclusive, team-oriented individual who quickly establishes rapport and engenders trust and confidence
66. Problem solver with experience dealing with difficult situations in a sensitive manner
67. Ready to blend professional and personal experience to make a positive difference
68. Multi-talented, highly successful performer in computer and semi-conductor industries ready to transition to career in human resources
69. Creative problem solver and leader, adept at **managing projects and people** while effectively delegating and providing support and promoting a cohesive team environment
70. Proven ability to perform well in high stress situations
71. Success in planning, organizing, and executing events and festivals
72. Assertive, yet warm and positive leader who is comfortable making difficult decisions and communicating with stakeholders
73. Collegial problem solver who thrives in a team setting working for the best solutions
74. Successful experiences collaborating with faculty and deans on a variety of initiatives
75. Appreciates and embraces diversity
76. Gift for recruiting, training and empowering volunteers
77. Completely comfortable in cross functional environments
78. Real world success and educational excellence
79. Career punctuated with rapid increases in responsibility
80. Persuasive, polished, and articulate individual who easily meets people and quickly engenders trust and confidence
81. Committed and loyal team member with a gift for reinforcing the core values and mission of the organization
82. Keen understanding of diversity and its implications for workforce development
83. Insures that everyone understands and identifies with the organization's mission
84. Recognizes and rewards people for their achievement
85. Listens and responds constructively to other ideas
86. Gives honest and constructive feedback
87. Works for solutions that all can support
88. Promotes cooperation and collaboration with other areas
89. Enthusiastically supports change management initiatives

90. Supports others during periods of change
91. Deals firmly and fairly with performance issues
92. Fosters personal and professional growth in staff
93. Regularly solicits performance feedback from his manager and other individuals with whom he regularly interacts
94. Insures that regular and consistent communication takes place
95. Anticipates others reactions to situations
96. Finds nonthreatening ways to approach others about sensitive issues
97. Involves other in a process or decision to insure their support
98. Seeks out and builds professional relationships with others
99. Takes time to know coworkers, build rapport and establish a common bond
100. Quickly and effectively solves customer problems
101. Asks questions to clarify a situation
102. Weighs the costs, benefits, risks and chances when making decisions
103. Carefully weighs the priority of things to be done
104. Evaluates all of the component parts of a complex project
105. Anticipates the consequences of situations and plans accordingly
106. Quickly identifies the central or underlying issues in a complex situation
107. Possesses a keen understanding of competitive products and services within the marketplace
108. Sought out as an expert to provide advice or solutions in her area of expertise
109. Quickly identifies what needs to be done and takes action before being asked
110. Proposes innovative ideas
111. Develops challenging but achievable goals
112. Monitors the quality of work
113. Carefully prepares for meetings and presentations
114. Willing to make decisions in difficult or ambiguous situations
115. Is confident of her own abilities to accomplish goals and projects that confidence to others
116. Remains calm under stress
117. Is honest and forthright with others
118. Ability to see the merits of other's perspective
119. Possesses strong communication, customer service and organizational skills, which increased customer satisfaction from 85% to 98% and realized 100% on-time delivery of assigned projects
120. Developed, introduced and launched successful new products, which increased market share 3% and contributed \$3 million to bottom-line profitability
121. Consistently surpassed sales goal by 10% or more each year
122. Highly effective leadership, communication, motivational and inspirational skills, which led to 98% employee retention ratio and four out of six employees promoted into management positions
123. Exceeded established department productivity goals 16% through development / implementation of best practices to increase employee output, communication of corporate objectives and introduction of compensation plans to reward high-performing individuals
124. Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times
125. Successfully interacted with clients to generate repeat and referral business, which resulted in \$1.5 million in new product orders
126. Comfortable with difficult mandates and tight deadlines
127. Problem solver with a keen analytical mind