

SUMMARY OF QUALIFICATIONS

When writing your resume, consider using a “Profile” as an alternative to the traditional “Objective.” A profile (sometimes called “Personal Summary Statement” or “Summary of Qualifications”) describes your background and the unique knowledge, experience or skills you bring to the position.

Sample Profile Statements

Profile: Bilingual researcher with two years of internships/volunteerism in the nonprofit sector. Community- and diversity-minded, with excellent analytical and interpersonal skills. Familiar with various methods of social research and interviewing. Speak and read Spanish and English.

Profile: Outgoing health and physical education teacher and coach. Effectively motivate all-aged students, from elementary to high school; plan and organize health activities and classes; coach youth sports teams; and manage health events in school and other settings. Reputation for reliability, professionalism, planning, team building, and interpersonal skills.

Profile: A highly motivated, enthusiastic, and dedicated educator who strives to ensure that all children are successful learners.

- Continually research education programs and procedures to benefit students.
- Committed to creating a classroom atmosphere that is stimulating and encouraging.
- Demonstrated ability to consistently individualize instruction, based on students’ needs and interests.
- Exceptional ability to establish cooperative, professional relationships with parents, staff, and administration.

Profile: Ambitious psychology student with strong work ethic and knowledge of behavioral and emotional disorders. Hands-on leader, driven by eagerness to help others, and able to assess complex situations and formulate solutions. Motivated and effective communicator who learns quickly and contributes immediately to the team.

Profile: IT graduate committed to delivering high-quality, responsive services. Internship experience and class projects have revealed strengths in:

- Consistently working as a contributing team member while achieving critical deadlines.
- Capacity to interpret and communicate technical concepts to non-technical users.
- Outstanding program debugging and problem-analysis expertise; proven ability to assess and overcome obstacles; viewed as an exceptional troubleshooter.

Profile: A highly energetic and team-oriented business graduate with impressive and academic and employment performance seeking a full-time opportunity within the financial services industry. Internship experience features customer service and financial analysis. Computer skills include Excel, Publisher, Word, Access, PowerPoint, and Internet applications.

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How to build your profile statement

1. *Leading statement:* Begin your profile with a positioning statement, stating the type of career field/profession you are pursuing, as well as indicating if you are a current student or recent graduate.
2. *Middle statements:* Emphasize and build on technical expertise, critical strengths, contributions, specialized talents, etc. Use adjectives to describe yourself and provide a snapshot of who you are and what you will bring to the position. (The rest of your resume should “prove” that you have the qualities that you claim to have).
3. *Ending statements:* End your profile by highlighting specific or unique skills – languages spoken, computer proficiency, or communication competence.

As with the rest of your resume, your profile statement should be written in concise phrases, rather than in complete sentences. Here are ideas of lead-ins for your statements:

- Skilled in ...
- Background includes ...
- Committed to ...
- Focused on ...
- Adept at ...
- Excellent skills in ...
- Innovative ...
- Knowledge of ...
- Effectively ...
- Particularly effective in ...
- Strengths include ...
- Proficient in ...
- Familiar with ...