

Writing a Dynamic Personal Profile

The purpose of a dynamic Personal Profile (or Career Summary) is to grab the reader's attention as soon as they start reading your resume. Together with your cover letter, it is your one and only chance to attract and hold their attention, to get across what is most important, and to entice the employer or recruiter to keep reading. Your Personal Profile focuses the reader's attention on the most important qualities, achievements and abilities you bring to the job. It consists of several concise statements that highlight the most compelling demonstrations of why an employer should hire you.

If you see a resume layout that works for you, use it. Don't be persuaded by one-size-fits all templates on the internet or old fashioned ideas that have been around a long time. The information we bring you in MyResume is modern, up-to-date and will show you in the best light. Be individual and tell your own professional/personal achievements story.

Here are some examples of how other job seekers have written their personal profile/career summaries.

FINANCIAL SALES/PORTFOLIO MANAGEMENT

Strengths in Research/Analysis/ Client Relations/Financial Planning

RECENT GRADUATE with demonstrated leadership strengths and proven ability to manage multiple responsibilities in a fast-paced environment with critical deadlines. Worked throughout college to partially self-finance education. Well organised with attention to detail. Works well independently as well as collaboratively in a team setting. Proven ability to 'think outside the box' in identifying problems and implementing innovative solutions.

Skills & Abilities

Sales & Market Research & Analysis
Competitive Intelligence
Strategic Planning
Project Management

Budget Management
Team Building & Leadership
E-commerce
Website Design & Maintenance

VETERINARY HOSPITAL ASSISTANT

Genuine love for animals

Responsible high school student with a genuine love for animals seeking part-time employment with a veterinary hospital to better understand animals and their owners in preparation for veterinary school. Calm and focused, with a natural ability to make people feel 'at ease' in a stressful situation. Able to work after hours and weekends.

Key strengths include

- Outgoing personality, with good customer service and listening skills
- Enthusiastic, and willing to assume additional responsibilities
- Ability to acquire knowledge quickly and accurately
- Unique ability to adapt quickly to 'tricky' situations
- Flexible and resourceful

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OFFICE ASSISTANT

Excellent communication skills /reliable/efficient

A reliable and hardworking professional with a practical hands-on approach, who always perseveres to achieve the best results. Able to collect and analyse information and quickly grasp what needs to be done. Excellent communication and problem solving skills and a proven ability to manage and complete projects to the highest standard. Seeking full time position in an office where my organisational skills can shine.

Personal Strengths

- Responsible and reliable. Will show up for work on time.
- Highly motivated for career advancement
- Able to deal in a mature manner with problem solving
- Willing to learn and accept constructive criticism
- Willing to help. Good attitude around others
- Two years part-time experience in an office

MARKETING/ONLINE MARKETING DIRECTOR

Expert in Web/Internet & New Media Marketing

Web-savvy marketing professional accomplished in creating and leading high-impact marketing campaigns that consistently meet aggressive e-business goals. Initiated groundbreaking programs and delivered large revenue gains. Excel in both start-up and mature corporate environments. Strong leader known for tenacity and positive 'can-do' attitude. Expert knowledge of interactive and internet technologies and tools.

Areas of expertise

- E-Business strategies and technologies
- Web, print, and multimedia advertising
- Expert in developing direct marketing campaigns
- Implementation of customer loyalty programs
- Product launch strategies and execution
- Staff development and leadership

APARTMENT MANAGER

Reliable/honest/able to maintain property impeccably

PROFESSIONAL PROFILE

- Experienced with management and maintenance of various houses and apartment buildings
- Effective in pre-qualifying new lease applicants and collecting rents in a timely fashion
- Personable, loyal, honest, committed, and able to maintain property impeccably
- Able to get along with tenants and management
- Ability to work with diverse personalities and different cultures
- Computer literate
- Expert book keeping abilities

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SALES MANAGEMENT PROFESSIONAL

Sales Management / Account Management / Merchandising

CAREER PROFILE

Highly motivated, business/sales trainer and manager with a solid track record of performance in consumer goods and retail businesses. Key strengths include the ability to meet and exceed goals/targets, a knack for connecting with decision makers and the ability to transfer the secrets of sales and account management to others. Excellent presentation, negotiation, closing, and follow through skills. Available for travel.

Key competencies include

- Key Account Acquisition & Management
- Territory Management & Market Share Growth
- Sales Analysis & Reporting
- Retail Merchandising Strategies
- Teambuilding, Coaching, & Leadership
- Market Research & Trend Analysis

EVENT PLANNING

Public Relations / Media

PERSONAL PROFILE

High energy background in fast-paced corporate event planning, promotion, and media relations/production. Possess outstanding communication skills, superior presentation abilities, a passion for excellence, and a contagious enthusiasm. Tenacious and resourceful; will work any hours necessary and will always find a way to get project done on time/on budget.

Professional Skills & Experience

- Ability to blend creative and administrative abilities to achieve outstanding results for clients
- Designed & coordinated large corporate events, cocktail receptions, luncheons, golf outings, themed events, product launches, etc
- Managed budgets; selected venues; designed invitations, handled travel planning & bookings, selected entertainment, managed PR strategies, arranged corporate gift selection.
- Extensive experience in creating and production of event ads and conference materials
- Highly experienced in PC word processing, database/spreadsheet design, and presentation development.

BUILDER / SUBCONTRACTOR

Experienced/ adaptable/ excellent safety record

Registered Builder/Subcontractor with extensive experience in a variety of settings. Proven leadership and organisational skills. Career ambitions include project management/supervisory role either on a fixed contract or profit share basis.

Achievements include:

- Completion of civil and residential projects under difficult and dangerous conditions
- Ability to establish strong working relationships with other trades, developers, architects and inspectors
- Excellent site safety management record
- Overseas experience; ability to adapt to changing environment and cultural challenges

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SENIOR SALES EXECUTIVE

Business Development / Consultative Sales / Account Management

CAREER SUMMARY

Senior sales executive with a 10 year accomplished career record, known throughout the industry for delivering and sustaining revenue and profit gains within highly competitive pharmaceutical industry markets. Exceptional communicator with a consultative sales approach, strong negotiation skills, outstanding problem-solving abilities and a keen client needs assessment aptitude. Aggressively identifies opportunities, develops focus, and provides tactical business solutions to close the sale.

Areas of expertise include:

- Strategic Sales & Marketing Campaigns
- Strong Sales Presentations/Closing success
- Budgeting, Forecasting, Planning & Analysis
- Key Account Acquisition & Retention
- Prospecting & Lead Generation
- Customer Relationship Management
- Sales Team Training/Supervision

PRIMARY SCHOOL TEACHER

Highly effective teaching professional with extensive experience with students from different backgrounds

KEY COMPETENCIES

- Self directed, resourceful and enthusiastic teaching professional with a genuine interest in fostering students' cognitive and social growth.
- Combined strong passion for literacy, motivation and inspiration to create a fun and challenging learning environment.
- Skilled in the design of innovative and hands-on activities and lessons to meet social and emotional needs of students

EXCERPTS FROM LETTERS OF RECOMMENDATION

"Her enthusiasm for teaching, love for children, and ability to plan creative and effective lessons are definite assets" ...

"Children are becoming very self-directed and competent. You have established expectations of behaviour and have structured the environment for student success"...

"A gentle, kind and nurturing individual... she accepts every student for his/her needs ... shows this through her positive interaction with children ... values children's opinions and ideas ...

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PROFESSIONAL WAITRESS

Fine dining restaurant

PROFESSIONAL PROFILE

Energetic and highly motivated restaurant waitress with extensive experience in the food service industry. Expertise lies in working with fine dining restaurants, providing top-quality service, and maintaining a professional attitude. Solid knowledge of the restaurant business with strengths in excellent customer service, food and wine recommendations. Highly flexible, honest and punctual with the ability to stay calm and focused in stressful situations. Committed to the job well done and a long-term career in the restaurant business.

Outstanding Achievements & Recommendations

- Known for creating an atmosphere of enjoyment for the customer
- Served VIPs and corporate clients with continued repeat business
- History of customers requesting my service as a waitress when they make their bookings

"We appreciated your head waitress's genuine and attentive service".

"Your waitress's warm welcome and excellent service impressed our guests".

"We'll certainly be back! Thank you for a wonderful night"

Here are more examples of Personal Profile Summaries. You can add your own bullet points to highlight your 'Areas of Expertise'; Key Competencies'; Professional Experience'; Core Strengths'; 'Skills & Abilities' etc.

Students & Graduates

Energetic self-starter with excellent analytical, organisational, and creative skills. Reliable and dependable, with a special talent for customer service. Fluent in English and Chinese, seeking the opportunity to expand my customer service skills and experience in a busy, challenging role. Strong team player who always completes tasks on time and to a high degree of quality. Work experience demonstrates ability to juggle multiple tasks and work independently or with others.

Business graduate, distinguished from student peers with a track record of superior academic results and determination to capitalise on opportunities. A student leader and project co-coordinator assigned to develop and lead a case study for an international multinational tailoring solutions that embrace business and the community. Exceptional communicator who effectively conveys information verbally and in writing.

Competitive by nature with a 'big picture' focus; performance-driven skilled in building bridges and uniting people for the common cause. An accomplished public speaker, debater and team leader who enjoys winning. Inspirational and energetic; tenacious and practical.

Dependable, productive worker whose honesty and integrity provide for effective leadership and excellent client relationships. Innovative problem solver who can always find workable solutions. Able to use own initiative and work as part of a team under pressure to meet deadlines and objectives.

IT graduate with exceptional strengths in critical problem solving, analysis, project leadership and technical troubleshooting. Easily adaptable to change, with an eagerness towards learning and expanding capabilities. Strong communication skills; able to interpret technical concepts for non-technical users.

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Globally focused graduate with strong awareness of complex business and financial management systems. Analytical and research expertise, with strong academic results and a track record for outstanding leadership. Keen to develop a career in international finance, trade or foreign affairs.

A quiet achiever; calm and focused highly motivated and enthusiastic graduate with a good knowledge of IT systems and social media. Able to use own initiative and work as part of a team under pressure to meet deadlines and objectives. Excellent communication and organisational skills, a strong work ethic and determination to succeed. Enthusiastic learner, eager to meet new challengers and get ahead in the IT industry.

Highly analytical thinker with demonstrated talent for identifying, scrutinising, identifying, and streamlining complex work processes. Computer literate with extensive software proficiency covering a wide variety of applications.

Final year journalism undergraduate with a keen interest in television journalism. Exceptional communicator who effectively conveys information verbally and in writing. Excellent presentation skills and the ability to quickly establish rapport with people from diverse backgrounds.

Biological Sciences graduate with laboratory and administrative experience in an industrial environment and an understanding of the requirements of a commercial organisation. Used to adapting to high pressure and tight deadlines while remaining both accurate and good-humoured.

A versatile, analytical, and hardworking (insert student/graduate//individual) with a practical hands-on approach, who always perseveres to achieve the best results. Able to collect and analyse information and quickly grasp complex technical issues. Excellent negotiating and problem solving skills and a proven ability to manage and complete projects to the highest standard.

Energetic performer consistently recognised as passionate and hard working, with an upbeat, positive attitude. A community focused student whose honesty and integrity provide for effective leadership and excellent results in raising money for charity. Seeking marketing or promotional position where my communication skills can be used and developed.

General

A highly motivated and competent Team Leader with strong vision to achieve successful outcomes for clients and colleagues. This vision has included successful corporate strategy sessions, innovative ideas and extensive liaison with corporate clients. Demonstrated strong project management skills as leader of a motivated team. These unique capabilities would be a major asset to a company seeking to increase turnover and client satisfaction.

Customer focused Account Manager, acknowledged for talents in inspiring staff to excel and to adapt to the demands of a diverse and challenging workload. Excellent communication and organisational skills, a strong work ethic and determination to succeed. These unique capabilities would be a major asset to a company seeking to improve client satisfaction and service.

Proven relationship builder with unsurpassed interpersonal skills. Resourceful team player who excels at building trusted relationships with customers and colleagues. Dependable, responsible contributor committed to excellence and success. Exceptional communicator who effectively conveys information verbally and in writing.

Creative, diverse illustrator and artist with extensive experience in designing and developing a broad range of visual pieces to meet business and programme objectives of both employers and their clients. Particularly adept in creating original, vibrant artwork that captures attention from serious and casual viewers.

Accomplished team leader with a proven track record in people and business management in a variety of settings. A people and task oriented individual with the ability to build strong relationships with both clients and colleagues. Committed to the highest levels of professional and personal excellence.

A highly motivated and enthusiastic recruitment expert with strong vision to achieve successful outcomes for clients and job seekers. This vision has included successful corporate strategy sessions, innovative ideas and extensive person liaison with corporate clients. Demonstrated strong project management skills as leader of a motivated team of recruitment consultants. These unique capabilities would be a major asset to a company seeking to increase turnover and client satisfaction.

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Corporate Travel Consultant with comprehensive knowledge of domestic and regional air services utilizing new reservation applications and systems. An extensive understanding of computer-based travel software, and tourism and travel agency operations and procedures. Able to use own initiative and work as part of a team under pressure to meet deadlines and objectives.

Professionally trained and qualified Security Officer with a broad range of experience including excellent record of armed cash escort, crowd control, and armed personal protection. Proven ability to make appropriate decisions under pressure and in complex situations. Highly effective outcomes in conflict resolution and negotiating skills. Extensive knowledge of occupational health and safety procedures.

A dedicated, helpful Customer Service Representative with experience in the retail and automotive sectors. Able to work independently and use in-house resources effectively, such as online databases and problem resolution procedures. Willing to do shift work and weekends if required.

Dynamic entrepreneur who utilizes creativity, leadership and teamwork to design and execute solutions that create customer value. Effective communicator with the ability to create marketing materials that convey value for both clients and end users.

Highly skilled Technician with extensive experience in maintenance, repair and manufacture of a wide range of machinery and equipment. Active contributor at staff meetings re team performance, quality, standards, and safety. Trained staff in safety procedures with an extensive knowledge of Workplace Health and Safety Procedures. Reliable and dependable, with a special talent for customer service.

Performing Artist with a rich baritone voice and unusual range, specialising in classical, spiritual, gospel and rap music. Featured soloist for two nationally televised events. Accomplished pianist. Extensive performance experience includes television, concert tours and club acts. Available for commercial recording and live performances.

Office Administrator and PA with experience of all aspects of office work including managing a motivated team of five staff. Reliable, methodical, good at handling a variety of people issues and office tasks efficiently, with a strong aptitude for organisation and administration. Committed to the highest levels of professional and personal excellence.

Highly skilled Mechanic & Technician with extensive experience in maintenance and repair of a wide range of machinery and equipment in the motor industry. Hands-on individual with proven customer service achievements and a reputation for integrity and business ethics.

A dynamic speaker, trainer and presenter, skilled in employing clarity and innovation to deliver effective presentations to diverse audiences at all organizational levels, analytical problem solver expertise. Fluent in English and German. Good interpersonal relations.

Management

Senior executive with 10 years experience and a record of superior results in a variety of challenging and multicultural environments. Unique blend of visionary leadership and executive business savvy with competencies to spearhead strategic planning and bottom line results. Excellent negotiating and problem solving skills and a proven ability to manage and complete projects to the highest standard.

Senior MBA highly skilled in needs assessment, strategic planning, establishing priorities and delegating tasks, motivating teams to reach for their best, and following through to ensure success. More than ten years experience in training, development and delivery, motivation and team building/leadership, general and technical project management, product marketing and management, negotiation, and mediation.

Financial Management Executive with nearly ten years of experience in banking and international trade, finance, investments and economic policy. Proven senior-level experience in executive decision-making, policy direction, strategic business planning, financial and personnel management, research and development. Excellent negotiating and problem solving skills and a proven ability to manage and complete projects to the highest standard. Committed to the highest levels of professional and personal excellence.

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Highly motivated, creative and versatile real estate executive with seven years of experience in property acquisition, development and construction, as well as the management of large apartment complexes. Especially skilled at building effective, productive working relationships with clients and staff. Excellent management, negotiation and public relations skills. Seeking a challenging management position in the real estate field that offers extensive contact with the public. Energetic self-starter with excellent analytical, organisational, and creative skills.

Business Manager with extensive experience in business start-ups and a solid background in management and marketing. Demonstrated success in identifying business opportunities, development of business plans and funding submissions. Skilled negotiator with strong management, sales and marketing background. A highly motivated and results-driven individual seeking a new challenge.

An accomplished and results orientated Senior Marketing Executive with extensive experience in CRM, business development, and product and services management within blue chip organisations in highly competitive markets. Highly developed leadership skills coupled with a strong customer insight approach, consistently delivering profitable solutions. Adept at managing large budgets and presenting at board and senior executive level. Highly developed interpersonal and communication skills with an excellent ability to motivate and lead teams in line with the strategic vision and corporate goals.

Human Resource professional with over 10 years experience in a range of human resources roles within the manufacturing industry. Strong track record in the strategic and operational management of people and provision of value added solutions to achieve business objectives. Experience incorporates the delivery of operational services, performance management, recruitment, employee relations, team and project management. Excellent business acumen capable of driving performance improvements across the business. Analytical, logical with the ability to identify problems, develop and implement practical solutions to meet business needs."