



Profile Statements

What is a profile statement?

A profile statement is a brief summary of yourself that you can put at the top of your resume. It quickly states some of your qualifications and traits. Profile statements are generally pretty broad, and the information in your profile statement will be expanded upon in the main body of your resume.

It's important not to confuse a profile statement with an objective statement. Although objective statements were used in the past, they're now considered improper. That's because an objective statement is focused on *what you want*, whereas a profile statement is focused on *what you have to offer*.

Examples of strong profile statements:

1. A highly motivated, detail-oriented angel with over 2,000 years of experience in warring against evil principalities. Well-developed navigational skills as demonstrated by success of journeys into 2nd and 3rd heavens.
2. Owner and CEO of *Wayne Enterprises* with diverse range of experience in the corporate sector. Background includes highly successful freelance law enforcement. Highly analytical personality as demonstrated in use of investigative skills.
3. Freelance journalist with experience in writing for magazines, journals and websites. Strong video editing skills, as seen in work published by local news stations. Excels at topics related to government and business, with over 20 published articles on these subjects.
4. Ambitious Sith Lord with 19 years of experience on the Dark Side. Qualifications include running the Death Star and tracking down Jedi. Skilled motivator as demonstrated through use of highly effective persuasive tactics. Diverse background includes 3 years spent as Jedi Knight. Works well with others and is willing to employ outside assistance in order to complete tasks.
5. Dedicated professional with over 5 years of experience as a retail manager, with proven skills in customer service, scheduling, and time management. Specializes in employee management through efficient allocation of resources.

Tips:

- **Keyword optimize. Keyword optimize. Keyword optimize.** Change your profile statement for every position you apply for, making sure to use keywords and phrases straight from the job posting. When you customize your profile statement, the hiring manager (or decision maker) sees instantly that you are a potential fit for the position and that you care enough about first impressions to go that extra step.
- **If you don't have a lot of experience within the industry, don't worry.** A good way to start your profile statement is with experience you gained through internships, volunteerism, or part time work. Consider adding in language related to your MBTI, Enneagram, or other personality assessment that describes how your positive qualities would be compatible with the company or position. If you're having a hard time thinking of characteristics to list, ask friends, family, professors, and bosses for ideas.
- **Don't be generic & be sure to meet their needs.** When making a profile statement for a specific job, end with a sentence that illustrates *how you plan to contribute to that company*. For example, if you're specifically applying for a customer service position at a fast food restaurant, you could end your profile statement with "Now seeking to contribute my customer service expertise to the *Bill's Burgers* team." In this sentence, it's alright to use a personal pronoun.
- **Don't make it all about you.** Everyone wants good pay, a chance for advancement, and respect. This isn't the place to talk about that. The employer's main concern is what you can do for them, so that should be the focus of your profile statement. You can research the company and ask questions during the hiring process to see whether it will be a good fit for you.
- **Quantify as much as possible.** If you have a few years of experience in something, then "with 3+ years of experience in etc." sounds a lot better than just "with experience in etc."
- **If you don't have room on your resume for a profile statement, then don't sweat it.** Profile statements are a great way to fill up space, and a lot of professional resumes include them, but they are *by no means a necessary component of a resume*. Focus on developing your bullet points to really emphasize your transferable skills and accomplishments.
- **Make sure it's true.** Only use keywords and characteristics of yourself that are accurate. Maintaining integrity is always more important than landing a position, and if inconsistencies show up in your interview (or after you are hired), you may face consequences. Your transition to a position will be much smoother if you only promise what you are able to deliver.

26 Powerful Resume Phrases for Profile Statements

1. **Able to bring productive energy**, accuracy and enthusiasm to both individual and group projects.
2. **Friendly, positive disposition**, able to converse with a pleasant and uplifting attitude.
3. **Persuasive demeanor**, skilled at influencing the opinions & ideas of others and eventually convincing them to try or purchase a product or service.
4. **Effective contributor**—capable of voicing opinions about ideas/projects and giving valuable input when needed.
5. Always **looking to work beyond** any expectations and deliver exceptional results.
6. **Experienced at taking overwhelming, confusing situations** and creating organization, efficiency and productivity.
7. **Effective manager**—skilled at accomplishing projects by wisely delegating portions of workflow to those best able to complete certain tasks.
8. **Effective counselor/consultant**—able to pinpoint needs of prospects/clients and give beneficial advice when needed.
9. **Quick and enthusiastic study**—enjoy learning new skills and technology.
10. **Conveniently flexible**—can easily adapt to any changes that may occur within an organization.
11. **Effective communicator**—able to clearly relay information, both verbally and in writing.
12. Able to **analyze** a problem/situation, and strategically plan to achieve the best possible solutions.
13. **Exceptional motivator**, adept at inspiring others to do the best job possible.
14. **Highly creative**, able to think of innovative ideas and solutions.
15. **Great problem-solver**, able to outline specific, most cost-effective ways to reach a solution.
16. Can successfully take a **project from concept to completion**.
17. **Persistent and hardworking**—always striving to meet or exceed set goals.
18. Able to **prioritize** and accomplish tasks in a sensible, productive order of importance.
19. **Expertise** for functioning effectively in a team environment.
20. **Effective at** leading other employees/team members towards achieving specific goals.
21. **Effective at** making people feel at ease and comfortable about expressing their thoughts and opinions.
22. **Great listener**—able to hear what customer/client is saying and trying to communicate.
23. **Skilled at handling multiple tasks smoothly and effectively**.
24. **Exceptional interpersonal skills**—capable of interacting with and working with a variety of personalities.
25. **Strong work ethic**—always focused on accomplishing tasks/projects as smoothly & effectively as possible.
26. **Bonus:** Strong sense of loyalty and commitment.