



### Sample Profile Summary Statements

*A comparison of Objective vs. Profile*

**Job Objective:** Desire technical editing position with supervisory responsibilities in an engineering firm.

**Profile:** Highly skilled technical writer with three years publishing experience. Knowledgeable in current web design technology. Experience communicator and team player.

#### Sample Profiles:

##### Accountant

Accounting manager with five years of accounting experience in real estate and marketing industries. Fully knowledgeable in general accounting, payroll, budgeting, and journal entry preparation. Adept at implementing innovative accounting practices and procedures to improve efficiency.

##### Career Change

As Self-starter and quick learner. Versatile skill set with experience in customer service, sales, and written and oral communication. Received multiple awards for excellence in customer service. Recognized skills in mentoring and mediating between employees, and in leading team projects.

##### Customer Service

Customer services specialist with extensive management experience. Strong interpersonal skills with certification in employee mediation and team building. Innovative problem solver; developed and implemented new service strategies to increase customer satisfaction by 30%.

##### Education

Master's degree in English Literature with four years' experience teaching high school literature, creative writing, and grammar. Certification in teaching English as a Second Language and educating mentally disabled high school students.

##### Health Care

Bilingual nursing graduate with experience in rural health care. Successfully established multiple clinics with nonprofit health care groups, providing service for thousands of rural women, children, and infants.

##### IT

Detail-oriented IT professional with ten years of experience as a software support specialist and systems/network technician. Skilled at operating in a wide range of platforms. Excellent written and oral communication skills; capable of explaining complex software issues in easy-to-understand terms.

##### Resume Profile for College Graduate (Editorial Position)

Detail-oriented English major with extensive journalism experience. Managing editor of college paper with strong leadership skills, particularly in assignment delegation and maintenance of set guidelines. Well-versed in proofreading strategies and APA guidelines.

##### Sales

Accomplished sales executive with experience managing insurance and healthcare sales companies. Create and implement sales strategies to achieve 35% revenue growth per year. Highly effective management skills; able to motivate sales force and design incentive programs to achieve short and long-term sales goals.