



## Profile Summaries

CONSIDER REPLACING YOUR OBJECTIVE STATEMENT WITH A PROFILE SUMMARY! A PROFILE SUMMARY MAY BE FOCUSED ON PROFESSIONAL STYLE, EXPERIENCE/SKILLS, ACHIEVEMENTS, OR VALUES. SEE EXAMPLES FOR EACH BELOW.

### PROFESSIONAL STYLE

- Highly organized and independent; able to effectively coordinate tasks to accomplish projects with timeliness and creativity.
- An effective leader, skilled in enlisting the support of all team members in aligning with project and organizational goals.
- Known for an interactive teaching style that encourages student participation and enthusiasm while facilitating learning.

### EXPERIENCE/SKILLS

- Recent graduate with hands-on experience through student teaching in grades 2-4.
- Experienced at analyzing clients' financial needs and offering sound financial management.
- Proficient in Microsoft Word, Excel, PowerPoint, and Publisher as well as Adobe Photoshop and fundamental Website construction practices.

### ACHIEVEMENTS

- Published writer and skilled presenter.
- Award-winning instructor and confident public speaker, able to establish rapport with audiences and convey information with clarity and enthusiasm.

### VALUES

- High-energy, confident professional with an infectious enthusiasm for technology.
- Patient listener who fully focuses on speakers and understands a variety of accents and dialects.
- Ambitious, flexible team member who loves to learn; computer savvy.

\*Last updated: January 20, 2017

\*Some examples taken from Susan Ireland's Resume Site.

<http://susanireland.com/job-lounge/sample-resume-summary-statements-state-career-objectives/>