

THE RESUME PROFILE

A profile is a brief, but compelling description of you and your professional qualities. It goes on your resume, right below your header (where your name and contact information go). Think of it as your 30 second commercial on paper.



These are examples of a standard profile. You can create a list like this or just write it out as a paragraph. Continue to be careful not to use personal pronouns so that it is succinct and easy to follow. It is okay that these are sentence fragments. They simply need to be concise and communicate what a potential employer needs to know.

Elements of a Successful Profile on your Resume

- Brand: Who are you?
- Hard Skills: What software you familiar with? What languages do you speak? What do you contribute?
- Soft Skills: What are you good at? Are you a leader, organized, good at communicating, etc.?
- Reputation: What are you known for?

Undergrad example:

Profile Senior Biology major with a strong work ethic and a drive for excellence. Strong interest in and passion for genetics and goals of going into genetic counseling. Recognized as being kind and compassionate towards others, nurturing, and able to step up to complete tasks with precision.

Graduate Student Example:

PROFILE

Community and social services professional pursuing a Master's degree with a focus in Project Management. Experienced Office Manager with a demonstrated working history of hospital & health care industry. Skilled in Project Management, Leadership, Communication, Psychology, and Epic Systems. Strong organizational, phone and verbal communication skills. Fluent in English and Spanish. Ability to multitask, highly organized and detail oriented. Ability to work in teams and independently. Experienced in Raiser's Edge NXT, Volunteer Hub, Share Point, Microsoft Project, Microsoft, Excel, RedCap.

Profile Checklist

- Do I have a branded objective/summary (profile) statement that is clear, concise, compelling, and correct?
- If my objective is stated, is it targeted to the specific opportunity I'm applying for, show clear connections between my skills and their needs, and positive, professional, and forward thinking?
- Does it start strong and include my brand in the first sentence?
- Does it highlight my hard skills (specific knowledge skills and abilities needed to succeed in the job – for example: foreign language, licenses, certifications, qualifications) and soft skills (personal traits that will ensure success – for example: teamwork, communication skills, leadership abilities, etc.
- Do I tell them what my reputation is (in other words, how would you complete the sentence "Known for..." or "Recognized as,...")?

As you probably noticed, there are many different ways to organize your resume and its different sections. The goal is to make it as easy to read and follow as possible so that potential employers will be able to take in what you offer in as little time as possible.

However you organize it, make sure that its structure follows the rest of your resume!