



100 Resume Profile/Summary Statements

If you need assistance writing a profile statement or summary, choose three or four of the following examples which best describe your skills, work traits and are **relevant** to the position. **Edit and revise the statements to fit your specific personality, skills, and the job description.**

1. A born leader; inspires others to work at their highest level.
2. Able to generate enthusiasm in others.
3. Able to learn and comprehend new systems and methods quickly.
4. Ability to establish instant credibility.
5. Ability to help customers in a professional and concerned manner.
6. Ability to prioritize, delegate and motivate.
7. Ability to relate easily with all kinds of people.
8. Ability to work creatively and effectively with staff and managers.
9. Ability to work well independently and as member of a team.
10. Able to balance the need of the staff with the priorities of the institution.
11. Able to elicit trust and confidence of clients.
12. Able to focus on specific tasks, keeping overall project goals in mind.
13. Able to instill confidence in a positive treatment outcome.
14. Able to meet demanding time goals.
15. Able to oversee large projects and follow through to completion.
16. Able to plan, prioritize and implement activities.
17. Able to design, develop and implement all aspects of a complex project.
18. Able to represent my company with dignity and professionalism.
19. Able to see a demanding project through to its fruition.
20. Able to set and achieve goals and work well under pressure.
21. Aggressive, enthusiastic and energetic self-starter.
22. Analytical and versatile thinker; effective in developing and carrying out ideas.
23. Can be counted on to complete assignments without supervision.
24. Can be trusted to handle complaints diplomatically and efficiently.

25. Clear and effective writer and speaker.
26. Committed to bring about real and practical results in people's lives.
27. Committed to excellent service and customer satisfaction.
28. Committed to maintaining quality and efficiency.
29. Committed to professional growth and development.
30. Committed to producing results above and beyond what is expected.
31. Committed to challenge of providing quality cost-effective services.
32. Confident and decisive under stressful conditions.
33. Creative and flexible in organizing and planning.
34. Creative and resourceful in generating new ideas and solving problems.
35. Creative flair for generating and presenting program ideas.
36. Creative skill in getting students involved.
37. Demonstrated skill in supervising an efficient, well-run department.
38. Demonstrated success in developing information resources.
39. Demonstrated talent for directing and supervising staff.
40. Dependable and conscientious; accurate and detailed oriented.
41. Detailed oriented and skilled in setting priorities.
42. Diplomatic and assertive in dealing with people.
43. Effective in delivering presentations that generate new business.
44. Effective in promoting a positive, productive work environment.
45. Effective leader; able to prioritize, delegate and motivate.
46. Effective negotiator and decision maker; direct, clear and confident.
47. Effective project coordinator and team supervisor.
48. Effective teacher and innovative designer of learning projects.
49. Effective trouble shooter; can be counted on to get the job done.
50. Effectively handled positions of major responsibility.
51. Enthusiastic, personable, and professional in appearance and manner.
52. Enthusiastic, sharp, and well organized.
53. Enthusiastic and quick learner.
54. Excellent professional reputation.
55. Excellent verbal and written communication skills.
56. Excellent writing, communication, and organizational skills.
57. Exceptionally well organized and highly motivated.
58. Experience in clear and effective business communication.

59. Experience in coordinating projects involving people and activities.
60. Experience in negotiating.
61. Goal oriented, creative, and resourceful.
62. Have inventoried, organized, and shelved materials for retail store.
63. Highly creative and innovative; not afraid to take risks.
64. Highly effective in developing a positive and productive work environment.
65. High level of enthusiasm and commitment to a _____ career.
66. Highly inquisitive, creative, and resourceful.
67. Highly motivated and dependable in achieving goals.
68. Inspires and supports others to work at their highest level.
69. Involved community leader; inspires confidence and trust.
70. Natural talent for public relations and marketing.
71. Naturally creative.
72. Outgoing and poised in dealing with the public.
73. Outstanding skills in analysis, strategy, and planning.
74. Outstanding skills in assessing client needs.
75. Outstanding talent in problem solving.
76. Personable and persuasive; able to build instant rapport.
77. Poised and self-confident in dealing with a wide variety of people.
78. Proven organizational, communication, and problem-solving skills.
79. Proven record of maintaining schedules; never missed a deadline.
80. Proven record of innovative and effective staff development.
81. Proven success in increasing sales and customer base.
82. Proven success in managing simultaneous projects.
83. Reputation for excellent and high-quality service to clients.
84. Resourceful in developing contacts and information sources.
85. Results oriented; confident in making on-the-spot decisions.
86. Skilled in developing cooperative relationships with _____.
87. Skilled in handling the public with professionalism and sensitivity.
88. Skilled in providing high quality service to customers.
89. Special aptitude in integrating diverse concepts.
90. Strength in analyzing and improving _____.
91. Strength in problem solving and conflict resolution.

92. Strong leadership qualities; able to take charge and complete tasks in a timely manner.
93. Strong organizational and planning skills.
94. Strongly self-motivated, enthusiastic, and profit oriented.
95. Successful in generating good-will and restoring confidence.
96. Successful in recognizing, analyzing, and solving problems.
97. Thorough and well organized in completing projects.
98. Thrive in a competitive and challenging environment.
99. Well organized and self-motivated.
100. Well organized, strong in planning and implementing programs.