

Sample Resume Profiles/Summary Statements:

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

A 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, mediating between employees, and in leading team projects.

College Student (Museum Internship)

Detail-oriented History student at XYZ University with experience in preservation and museum work. Praised for the ability to give well-organized and informative museum tours. Award-winning customer service and communication skills.

Customer Service

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

Editor and Writer

Award-winning editor and technical writer with five years of experience. Successfully implement current web design technology to develop and maintain sites for start-up IT companies.

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.

Entry Level (Sales Assistant)

- Detail-oriented worker with administrative experience.
- Successfully implemented innovative scheduling system to more efficiently organize meetings and travel schedules.

- Strong customer service and communication skills.
- Fluent in Spanish.

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.

High School Student (Tutor)

Honor-roll student with extensive tutoring experience. Create worksheets and practice exams to improve students' grades by an average of 10 points in Algebra I, Algebra II and Pre-Calculus. Praised for the ability to break down problems and clearly communicate mathematical concepts.

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.

Marketing Resume

Marketing director with twenty years of experience in marketing and sales. Successfully create and implement marketing policies, increasing sales by as much as 45%. Excellent interpersonal and team management skills.

Manager

Dedicated restaurant manager with over ten years of experience. Outstanding interpersonal, negotiation, and mediation skills. Adept at cost control; reduced labor and cost of goods by 15% through strategic staffing and budget development.

Non-Profit

- Detail-oriented fundraiser with three years of experience.
- Plan and execute events for nonprofit organizations.
- Strong interpersonal skills with training in conflict mediation.
- Proficient in current web design technology.

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 deadlines. Well-versed in proofreading strategies and APA guidelines.

Retail

- Enthusiastic, driven sales clerk with five years of retail experience
- Award-winning customer service and interpersonal skills
- Excellent money-handling skills, with zero overages/shortages

Sales

Accomplished sales management professional with over 15 years of experience. Success in delivering sustainable revenue and profit gains in competitive markets. Well-versed in leading staff training and mentoring with experience instilling motivation and promoting teamwork.

Sales

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.

Teacher

Biology teacher in small independent school. Successfully develop marine biology curriculum for grades 5-8. Strong interpersonal skills with certification in youth conflict management.