**John Smith**

****

Email Address

Town, State

Phone #

**PROFILE**

3-4 sentences about yourself. List **three to five key qualities/skills** that you possess. Use words like: Hardworking, Creative, Personable, Fast Learner, Ambitious, Computer Savvy, Innovative and Look for similar words!

**The reader is asking:**

“What can this candidate do for my school?” Answer the question and get their attention.

**WORK EXPERIENCE**  (List any internships or job shadow experiences you may have completed)

Name of Place worked

*Position - (In Italics)*

* 1 skill you used
* 1 main skill you learned
* 1 thing you needed to do as a team

Name of Place Job Shadowed

*Job Shadow Intern (In italics)*

* 1 skill you used
* 1 main skill you learned
* 1 thing you needed to do as a team

**SKILLS AND STRENGTHS**

* Computer Skills
* Bilingual…
* Etc……

**EXTRACURRICULAR ACTIVITIES**

List any clubs, sports, etc…that you are part of

**VOLUNTEER EXPERIENCE/COMMUNITY SERVICE**

If you have any

**AWARDS OR HONORS**

List anything you have earned

**Example Profiles to Grab Ideas From:**

1. Highly skilled technical writer with three years publishing experience.

2. Knowledgeable in current webdesign technology.

3. Experienced communicator and team player.

4. Hands-on experience planning and executing projects.

5. Strong interpersonal skills allows for effective team communication.

6. Outgoing school leader and successful student ready for the challenges of a fulfilling career

7. Bilingual individual, who is hard working and has interest in ……………...

8. Dynamic and hard-working student is seeking employment in order to expand personal skills

 and general knowledge.

9. Capable of working under pressure both as a genuine team member as well as an individual.

10. Outgoing individual who is extremely motivated and always ready to learn new things.

11. Able to work efficiently and carefully, hard worker and organized, responsible and honest friendly and cheerful, disposition, hospitality and excellent service spirit.

12. Hard working and very determined.

13. Enjoy keeping busy and putting extra effort into my tasks.

14. Enjoy working with other and able to work unsupervised.

15. Excellent communication skills and telephone techniques.

16. Extremely Reliable, and always strives to keep a positive attitude.

17. Possesses the ability to learn quickly.

18. Active person who works well with others.

19. Very passionate and dedicated to my work.

20. Responsible individual who likes to collaborate with others.

21. Motivated individual with goals, and high aspirations.

22. Problem solver with an ability to adapt to new situations.

23. Quick learner with a desire for continuous personal growth.

24. An independent professional who is self-motivated.

25. Strong ability to grow positive relationships with customers and colleagues.

26. Trustworthy and ethical individual who is well organized with an attitude of self motivation, creativity, and initiative to achieve goals.

27. Natural leader who is able to build team cohesion.

28. Reliable leader who is a confident and inspiring person.

**WORK EXPERIENCE Examples: \*(List with your most current position first)**

Parkwood Summer camp, Great Neck, NY June 2011 – August 2011

*Camp counselor*

* Supervised children in between ages 7 - 9, implemented several units including golf, badminton, volleyball, and soccer
* Coordinated the fundraiser Jump Rope
* Attendee at Annual Wellness fair

Super One Foods, Colville, WA January 2010 – December 2010

*Bagger*

* Prepared bagged groceries to customer specifications
* Assisted in loading groceries to customer vehicles
* Secured shopping carts and other key supplies
* Provided customer service to average of 60 customers per shift

Suzie’s Babysitting Services, Kettle Falls, WA September 2009 – December 2010

*Babysitter*

* Maintain satisfied clientele of 10 families
* Provide quality care for children aged newborn to 12 years
* Manage all aspects of business

**SKILLS AND STRENGTHS**

Adapting new procedures

\_\_\_ Administration support

\_\_\_ Administering programs

\_\_\_ Advising people

\_\_\_ Analytical

\_\_\_ Applying information

\_\_\_ Applying knowledge

\_\_\_ Assembling products

\_\_\_ Attention to details

\_\_\_ Auditing

\_\_\_ Bringing people together

\_\_\_ Budgeting

\_\_\_ Calculating

\_\_\_ Checking for accuracy

\_\_\_ Clerical

\_\_\_ Coaching people

\_\_\_ Collecting money

\_\_\_ Communicating with children

\_\_\_ Communicating

\_\_\_ Competence

\_\_\_ Compiling data

\_\_\_ Completing forms

\_\_\_ Comprehension

\_\_\_ Confronting people

\_\_\_ Considering the opinions of others

\_\_\_ Counseling people

\_\_\_ Creating Ideas

\_\_\_ Creating a positive work environment

\_\_\_ Creative

\_\_\_ Customer service

\_\_\_ Decision making

\_\_\_ Delegating tasks

\_\_\_ Desirable traits

\_\_\_ Distributing products

\_\_\_ Drawing plans and diagrams

\_\_\_ Driving

\_\_\_ Digesting Information

\_\_\_ Editing

\_\_\_ Enforcing rules and policy

\_\_\_ Entertaining

\_\_\_ Evaluating performance

\_\_\_ Financial management

\_\_\_ Finding answers

\_\_\_ Following instructions

\_\_\_ Gaining the confidence of others

\_\_\_ Generating new business

\_\_\_ Handling Complaints

\_\_\_ Imagination

\_\_\_ Inspecting buildings

\_\_\_ Inspecting objects

\_\_\_ Intelligent

\_\_\_ Interviewing job candidates

\_\_\_ Interviewing and questioning people

\_\_\_ Interpreting information

\_\_\_ Interpreting languages

\_\_\_ Inventing ideas

\_\_\_ Inventing products

\_\_\_ Implementing new policy and procedures

\_\_\_ Leader

\_\_\_ Listening

\_\_\_ Making sacrifices to reach goals

\_\_\_ Management

\_\_\_ Manipulating numbers

\_\_\_ Meeting deadlines

\_\_\_ Motivating people

\_\_\_ Negotiating

\_\_\_ Organizing workspace

\_\_\_ Performing demonstrations

\_\_\_ Persuading people

\_\_\_ Planning meetings/events

\_\_\_ Prioritizing tasks

\_\_\_ Problem Solving

\_\_\_ Professional Knowledge

\_\_\_ Profit oriented

\_\_\_ Providing customer service

\_\_\_ Promoting products or services

\_\_\_ Proposing ideas

\_\_\_ Public Speaking

\_\_\_ Reading

\_\_\_ Raising funds

\_\_\_ Remaining calm in a crisis

\_\_\_ Reaching beneficial conclusions from research

\_\_\_ Research

\_\_\_ Responsible

\_\_\_ Seeing different points of view

\_\_\_ Self Motivated

\_\_\_ Selling

\_\_\_ Setting goals

\_\_\_ Sorting data

\_\_\_ Spreading optimism

\_\_\_ Summarizing information

\_\_\_ Taking action

\_\_\_ Teamwork

\_\_\_ Technical

\_\_\_ Working with government regulations

\_\_\_ Working with hands

\_\_\_ Writing

\_\_\_ Writing Reports

\_\_\_ Recognizing problems

\_\_\_ Relating to People

\_\_\_ Rehabilitating People

\_\_\_ Serving others

\_\_\_ Setting Standards

\_\_\_ Troubleshooting

\_\_\_ Visualizing