

HOW TO CREATE YOUR PERFECT — PROFILE —

WHAT SHOULD YOU INCLUDE IN YOUR PROFILE STATEMENT?

YOU DON'T NEED TO INCLUDE ALL OF THESE SUGGESTIONS. CHOOSE ACCORDING TO YOUR SITUATION AND WHAT YOU FEEL COMFORTABLE SHARING.

1- A BRIEF DESCRIPTION OF YOUR CAREER SELF

Give a succinct description of where you are in your career path. For example, indicate if you have 5 years of experience or are a recent graduate. If you're a recent graduate, you can include relevant details about your degree.



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REVIEW THE JOB DESCRIPTION
(HIGHLIGHT KEYWORDS) AND CONSIDER
YOUR STRENGTHS AND ABILITIES.

2- YOUR ABILITIES AND SKILLS

Based on this information, mention why you think you'd be a good fit for the position. You can also include any relevant work experience and the skills and knowledge you gained from it.



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THE ROLE MAY HAVE SPECIFIC
EDUCATIONAL OR EXPERIENCE
REQUIREMENTS.

IF YOU MEET THESE REQUIREMENTS,
MENTION THEM IN YOUR PROFILE
STATEMENT.

3- RELEVANT QUALIFICATIONS & WORK EXPERIENCE

You may include sectors you've worked in and job titles you've held. You may mention products and processes you've worked on that could be useful for the position.



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COMPANIES WANT TO EMPLOY PEOPLE WITH AN INVESTMENT IN THEM. MENTION WHY AND HOW YOU'D COMMIT TO THE COMPANY.

4-YOUR CAREER GOALS

This includes providing details about your career goals. For example, you may mention that although you're applying for a junior job, you hope to grow and develop to become a manager at the company.

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REVIEW THE JOB DESCRIPTION TO SEE THE HARD/SOFT SKILLS THAT ARE MENTIONED & ANY YEARS OF EXPERIENCE REQUIRED FOR EACH POSITION.

5- TAILOR YOUR PROFILE FOR THE JOB ROLE

If these keywords from the job advertisement reflect your skills/strengths place them in your personal statement.

KEY WORDS are essential for helping the recruiter or hiring manager envision you in the job role



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KEEP YOUR PROFILE TO ONE PARAGRAPH CONSISTING OF 3-5 SENTENCES. A HIRING MANAGER SCANS YOUR RESUME FOR KEY TERMS TO DETERMINE IF THEY WANT TO INTERVIEW YOU FOR THE ROLE.

6- KEEP YOUR PROFILE SHORT AND TO THE POINT

Use simple sentence structures to ensure they can easily understand the message you're trying to convey. Read it, then take out any unnecessary fluff.



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SINCE YOUR STATEMENT IS NOT WRITTEN HOW YOU WOULD NORMALLY SPEAK, AVOID INCLUDING GENERAL PHRASES & TERMS (THIS IS HOW AI WRITES)

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7- CHOOSE YOUR WORDS WISELY & INCLUDE FIGURES

Your profile should focus on providing critical data and personal achievements. These details will make you stand out from AI generated profiles.



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RESUME PROFILE EXAMPLES

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1- HEALTHCARE PROFILE

Dedicated, compassionate and friendly physiotherapist who loves helping people. 10 years of experience supporting a range of patients, including children with developmental problems to adults and the elderly recovering from movement disorders. I also have strong verbal and written communication skills which helps me listen and respond to my clients' needs.

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2- WRITER PROFILE

Eloquent, assertive person who enjoys challenges and working under pressure. My most vital skills include research, communication and writing skills. Over the past 10 years, leading magazines, websites and newspapers have published over 100 of my essays and articles.



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3- COPYWRITER PROFILE

Creative and collaborative writer who can breakdown complex finance and technology concepts into easy to read digestible content that educates readers & converts sales. Seeking an opportunity to leverage my copywriting expertise to contribute to the success of a dynamic and innovative marketing team.



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4- CUSTOMER SERVICE PROFILE

An adaptable customer service advisor with the ability to empathetically communicate excellent customer service. I have calmly resolved over 100 customer issues in my current position by focusing on customers' needs while ensuring the organization's policies & reputation. An expert in managing customer inquiries and complaints via telephone, face-to-face, email and live chat while using SAP (ERP) software.



HOW TO CREATE YOUR PERFECT — PROFILE —

YOUR TURN TO

GET STARTED

- ✓ You understand what to include in your profile & how to incorporate key words into your profile statement.
- ✓ You also looked at some examples of effective profiles.

Now its you turn!

GO

Please take the time to write your profile statement now.



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