

How to write a profile in your resumé (with examples)

Wouldn't it be great to be able introduce yourself to a potential employer before the interview? That's exactly what a resumé profile does.

A resumé profile is a little section at the top of your resumé that highlights your relevant skills and qualifications, to grab the hiring manager's attention.

Read on to learn exactly what a resumé profile is, how to write one, and the benefits it might bring. You'll also get tips on how to write a profile that matches the job description, examples you can follow, and answers to some common questions.

- [What's a resumé profile?](#)
- [Benefits of having a profile on your resumé](#)
- [How to write a winning resumé profile](#)
- [Professional resumé profile examples for different roles](#)
- [Professional resumé profiles without experience](#)
- [Tips on how to write your resumé profile](#)
- [FAQs](#)

What's a resumé profile?

A resumé profile is a summary of your best and most relevant professional qualities. It tells a recruiter why you'd be a great choice for the job. Your resumé profile should highlight only the experience, achievements and skills that relate to the position you're applying for. This is your first and best chance to get a hiring manager interested in the rest of your resumé, so a resumé profile should always be brief and straightforward.

Unlike [resumé objectives](#), which focus on the type of job you're applying for, resumé profiles are almost purely for your experience and skills. This 'blurb' is a short overview of the rest of the information in your resumé, so a hiring manager can see who you are

in a few concise sentences. By highlighting key areas of the position and how they apply to you, your profile can help you advance in the [hiring process](#).

A strong profile in your resumé can give you a greater chance of finding work. Hiring managers read through many resúmes in search of a new talent, and writing a concise profile can help get their attention.

Benefits of having a profile on your resumé

Here's a look at some of the many benefits you can discover from writing a strong resumé profile.

Gets attention

A well-written resumé profile can grab a hiring manager's attention quickly. This can help set your resumé apart from other job seekers from the outset.

Highlights your key qualifications

You can use a resumé profile to condense all your relevant skills and experience. This helps you concisely outline your proven track record with the role you want. This can make it easier for a hiring manager reading your resumé to digest your information at a glance.

It's customisable to each role

You can customise your resumé profile towards a specific job, and include the keywords you find in the job description to improve your chances of success. Keywords include specific words or phrases a company is looking for, such as:

- specific skills
- job titles
- duties
- job functions
- names of software programs
- experience level

It appeals to applicant tracking systems

Companies often use applicant tracking systems (ATS). This software automatically recognise a resumé profile that matches the employer's specific needs. The system isolates the keywords the company uses in their job descriptions. It can quickly highlight job seekers with the most suitable qualities. A [well-written resumé profile will appeal to these systems](#) and help you move past competing applicants.

Explains your career changes

A strong resumé profile lets you frame your achievements in a context that's relevant to the job you're trying to get. You can connect your work experiences to give a clear picture of your intended [career path](#).

How to write a winning resumé profile

It's only a short section, but that can make it even trickier to get right. Here is some advice to consider if you want to write a resumé profile that appeals to a potential employer.

1. Analyse the job description

Have a good read of the job ad and identify the key skills and requirements the company is looking for. Matching your resumé profile to the job specifications will make it easy for a hiring manager to see where your abilities at the role overlap. If you understand the needs of the role, it will be far easier for you to tailor [your resumé](#) profile to appeal to a recruiter more effectively.

2. Research the company

Research the company to get an idea of its mission, values and [culture](#). In your resumé profile, if you have the space, mention how you have similar values and how your skills can help them reach their goals.

3. Understand the purpose

Make sure you understand the purpose of a resumé profile, so it's easier to set the right tone and outline your intention more confidently. Ensure your resumé profile explains to

the employer why you're qualified for the job, by describing your skills, accomplishments, and who you are as a professional.

4. Include key elements

The most important elements to include in your resumé profile are your skills, experience and achievements. Include any relevant technical skills gained from past positions. Also, mention the [soft skills](#) you gained that now apply to the role you want. Personalise these skills to reflect your strengths. Consider:

- the number of years of experience you have working in a similar role
- the area you specialise in, or in which you have the most experience
- the soft and [hard skills](#) you have that relate to the role
- any prior achievements that brought positive results to your previous workplace
- your professional career goals
- keywords from the job ad

5. Resumé profile examples

Your resumé profile format will typically always be the same, no matter the position you're applying for. If you're someone with entry-level experience or more senior experience, it doesn't matter either. Focus on your most relevant skills that apply to the role.,

Resumé profile examples for different roles

No two resumé profiles are exactly alike. Different professions and fields will need to highlight different skills and experience. Here are some examples of resumé profiles for different careers.

Accountant

Qualified accountant with more than five years of experience in corporate tax accounting eager to take on a senior partner position. Strong understanding of complex mathematics, complemented by excellent client liaison skills, with up-to-date knowledge of all popular accounting software.

Administrative assistant

Administrative assistant with a bachelor's degree in business administration seeking part-time administrative role. Three years of experience working in a busy office for a national real estate agency with more than 200 employees. Advanced skills in a variety of CRM and comms platforms, with inventory and cash reconciliation skills.

Copywriter

Copywriter with five years' experience in a fast-paced agency ready to take on senior editor role. Experienced in all aspects of copy creation, from ideation to proofreading to client revisions. Knowledge of publishing and design software, and proven expertise in writing for social media, as well as long-form blogs and articles. Course certificates in digital scriptwriting, ad optimisation and podcasts. Confident taking on any medium or format.

Sales representative

KPI-focused sales representative with over 10 years of experience working in retail applying for a store manager position. Friendly, empathetic and passionate about ensuring customer satisfaction, with impeccable presentation and interpersonal skills. Experience leading a team, with consistent track record of exceeding sales targets.

Teacher

Primary school teacher with over 10 years of experience, seeking senior faculty role. Action- and outcome-oriented professional with qualifications in special education and community service. Experienced in developing curriculum as well as designing and leading teacher training and parenting programs. Passion for working with children of all ages and abilities.

Resumé profile examples without experience

A resumé profile is especially important to include when you don't have much work experience. Here are two resumé profile examples for entry-level workers applying for a position in retail.

Student

Confident and charismatic graduate with excellent communication skills, outstanding presentation and a keen eye for detail seeking junior retail position. Ability to work to tight deadlines and a strict schedule, with proven skills in picking up new tasks. As captain of the local football team, developed strong leadership skills, leading our team to the grand final in Year 12. Seeking professional development to help launch a career in sales.

Recent graduate

Front-end web developer with a Bachelor of Information and Technology, applying for an app developer position and seeking further professional development. Strong technical skills in IT, with knowledge of cloud computing and transferable skills in computer science. Extensive knowledge of SEO optimisation, with proven skills in creating a working e-commerce site.

Tips on how to write your resumé profile

It can be difficult knowing what to write for a resumé profile when you're just starting out, especially since it's a relatively small paragraph and you might not be sure of what to include. Here are some tips you can follow to help you write a short but impactful resumé profile.

Avoid using vague language and clichés

One of the most important parts of writing a resumé profile is being specific with your language. This lets you target the exact skills and experience that relate to the advertisement. Specific terms make it clear to a potential employer that you've read the description and that you understand the role you're applying for. Examples of vague and over-used terms to [avoid in your resumé](#) profile include:

- people-person

- team player
- driven
- entrepreneurial
- customer-focused

Ensure relevance to the position

Make sure every element of your resumé profile is tailored to the position you're applying for. If your career objectives are too broad, it can appear as though you're applying to many positions with a single resumé. It should look like you genuinely want to work for the company and contribute to their success.

Proofread and edit your resumé profile

Your resumé profile is sometimes only chance you have to make a positive impression on an employer. Make sure your resumé profile is free of spelling or grammatical errors, to show that you have good [attention to detail](#). Consider asking friends or family to look over your resumé profile to offer any suggestions that might improve it. Use a spellchecker to help you catch mistakes that are difficult to spot.

Your resumé profile is your opportunity to summarise your skills, experience and achievements in an eye-catching way. It's your chance to show a hiring manager that you're a great fit for the job you're trying to get and would be an asset to their organisation. Remember to first [research the company](#) and get some background into the role they're advertising. Once you understand what they're looking for in an employee, you can tailor your resumé profile to match what they need.

FAQs

What's the difference between a resumé profile and a resumé objective?

Resumé profiles outline the specific skills, qualifications and achievements of job seekers. A resumé objective focuses on what job seekers want from a position they're applying for.

How can I create a strong resumé profile with limited work experience?

Focus on your most relevant skills that apply to the role. If you were captain of your football team, you can reference leadership skills. List your key achievements from school, such as any awards or commendations. If you're good with computers, list computer science knowledge. See above for some examples.

What are the elements to include in a resumé profile?

Include the job title, the name of the company, and all of your skills, achievements, and experience. Refer to the job description when including this information to ensure it matches the keywords you find there.

How do I tailor my resumé profile to a specific job description?

Read the job ad and search for the keywords the company uses that reference the skills and experience you're searching for. You can also research the company website and include how your goals and values match theirs. Don't use cliché terms and focus specifically on how you fit the role.

What common mistakes should I avoid when writing my resumé profile?

Avoid lengthy, vague, or too-detailed sentences. Write in everyday English and only write what's relevant to the role – the body of your resumé shows a fuller picture of your background. Simple errors can make a bad impression, so make sure you proofread your profile to ensure it's free of mistakes.