

Profile and Qualifications Section

Example One

Seeking an internship for
Social Work in child protective services

Demonstrated ability to communicate effectively with individuals from diverse backgrounds and socio-economic populations. Energetic professional with strong interpersonal skills who works well with children and teens. Experience working with confidential material; completed training in mandatory reporting. Excellent team player with a commitment to human service.

Example Two

MARKETING ASSOCIATE

Offers diverse marketing experiences and a solid understanding of business strategies illustrated through academic projects and an internet business that continues to develop and test theoretical marketing strategies and business management skills in the areas of:

- | | | |
|------------------------|------------------------|--------------------------|
| – Conceptual Planning | – Web-Based Marketing | – Advertising Campaigns |
| – Strategy Development | – Marketing Research | – Media/Client Relations |
| – Project Management | – Competitive Analysis | – Ad Copy Creation |

Example Three

Highlights of Qualifications

- Experienced in banking, credit and collections operations
- Strong analytical skills gained through SWOT analysis, Forces Five and analyzing financial statements
- Detailed Oriented demonstrated through coordinating, designed and implementing projects
- Communicates effectively with individuals from diverse backgrounds and populations

Example Four

- Summary:**
- Provide technical assistance and training to computer users, including Microsoft Office Suite, Microsoft FrontPage, Borland C++, and Internet browsers
 - Assist users in upgrading from Windows 2003 to Windows 2007
 - Direct students and staff members in the operation of peripheral equipment
 - Help PC users to improve ease of use, increase productivity, access Internet Resources, utilize e-mail, and enhance efficiency.
 - Utilize strong communication and interpersonal skills to assist students from diverse backgrounds and with varied knowledge base.

More examples on next page

Example Five

Highly motivated and creative individual who is recognized for high achievement with a genuine commitment to human service.

- **Excellent communication skills.** Proven ability to communicate and collaborate effectively with children and teens gained through extensive interaction with the public.
- **Leadership Ability.** Demonstrated through supervisory positions and extracurricular activities.
- **Outstanding Organizational skills.** Excels in coordinating and implementing projects and assignments.
- **Adaptable.** Genuine team player committed to doing whatever tasks are necessary to support overall success.
- **Computer proficient in Microsoft Office.**

Example Six

Career Focus: Human Service Internship

Experience researching, providing advocacy, and maintaining strict confidentiality. Strong interpersonal, communication, presentation, leadership, listening, problem-solving, and organizational skills. Demonstrated ability in adapting to change, successfully meeting objectives in a timely and thorough manner as a team member as well as an individual contributor.

"Jane has excellent communication and interpersonal skills. She handles confidential information professionally and would be a great asset to any human service agency." John Doe, Executive Director ABC Organization

Example Seven

Sales, Business, and Leadership

Talented, resourceful, and dedicated professional offering a unique combination of business and sales. Experienced in developing entrepreneurial business and customer relationships. Enthusiastic and detail oriented. Competitive, decisive and committed to professional growth.

Example Eight

PROFILE

Accomplished, well rounded college professional seeking an internship in government and public policy. Enthusiastic and energetic contributor to Student government and mentoring programs, requiring leadership, problem solving and cross cultural communication skills. Proficient in Word, Excel, PowerPower and Photoshop.