

Traditionally, job seekers have included an “objective” rather than a profile in their resume. In today’s competitive job market, it is preferable to use a profile for several reasons:

- **An objective** is a very brief statement about the type of job function you are seeking, while a profile provides a concise but rich overview of your fit as a candidate.
- **A profile** serves as a headline for your resume to capture the employer’s interest and compel them to review the entire resume in detail.

A profile provides employers with a strong first impression of who you are and what you offer, while allowing you to state your **skills, values, and interests**. It should convince the employer to interview you! It is a great place to include keywords/requirements from a job description, is usually 3-4 sentences, and is in paragraph or bullet form, or a combination of both. Your profile can end with a skills-focused sentence, including key hard skills and/or language(s) required for the job (e.g., Proficient in Microsoft Office Suite and PhotoShop or Fluent in Spanish).

Whatever format you choose, enhance the impact of this section by including a “title” for the job function you are targeting (or specific job title you are applying for), along with a rich but concise overview of your **key qualifications** as they relate to the requirements of the position. Profiles are key for every resume as they help employers to immediately recognize the alignment between your qualifications and the job.

As you move forward with applying for jobs or internships, **tailor your resume profile** to speak directly to each position that you apply for. This will require adjusting the phrasing/content to align with the responsibilities/qualifications required for each job. If you would like support with crafting a profile for your resume, be sure to contact an FPU Career Counselor at [career.services@fresno.edu](mailto:career.services@fresno.edu).

### INFORMATION TECHNOLOGY SECURITY SPECIALIST

Insightful, results-driven IT professional with notable success directing a broad range of corporate IT security initiatives while participating in planning, analyzing, and implementing solutions in support of business objectives. Excel at providing comprehensive secure network design, systems analysis, and full lifecycle project management. Hands-on experience leading all stages of system development efforts, including requirements definition, design, architecture, testing, and support. Outstanding project leader; able to coordinate and direct all project phases while managing, motivating, and guiding teams.

### ACCOUNTING & FINANCE PROFESSIONAL

Strategic, ethical, and client-focused CPA candidate with experience in accounts payable. Demonstrated financial abilities, highly organized, and a consummate team player with a strong aptitude for analytical tasks. Proven experience in financial accounting, analysis, planning, reporting, and tax preparation.

## **FAMILY COUNSELOR | REHABILITATION THERAPIST**

- 15-year professional background in counseling
- Special strength in education and treating families of chemically dependent clients
- In-depth knowledge and treatment of addictive and compulsive disorders
- Sensitivity to and experience with diversity issues in addiction
- Certified EAP counselor

## **MENTAL HEALTH COUNSELOR**

Compassionate and effective mental health specialist with 20+ years of progressive experience in counseling, community resource provision, and rehabilitation. My counseling philosophy encompasses cognitive restructuring within a positive therapeutic environment. Demonstrated success managing finances and administrative aspects of a business. Outstanding teamwork and communication skills support efficacy of a group counseling practice.

## **FINANCIAL COUNSELOR | INVESTMENT MANAGER**

Finance professional with extensive experience in the operations of corporate banking. Detail oriented, able to maintain accuracy under pressure. Special strengths include financial modeling and investments. Skilled in ability to build positive rapport and long-term relationships with clients.

## **ELEMENTARY & MIDDLE-SCHOOL ENGLISH TEACHER**

Highly enthusiastic education professional with a verifiable record of diligence spanning four years. Skilled in the development and implementation of creative techniques to maximize learning and student engagement. Recognized as a loyal, dependable, and conscientious instructor.

## **LEADER IN HUMAN RESOURCES MANAGEMENT**

Accomplished, diversified, hands on Human Resources Generalist with a strong background in employee relations, people management, productivity and relationship building seeking an opportunity to build organizational success through leadership in Human Resources.

## **OFFICE MANAGER | CUSTOMER SATISFACTION SPECIALIST**

Enthusiastic and organized administrative support professional. Proven ability to drive business operations and positively impact client satisfaction through over 2 years of experience in customer service. Exceptional skill in problem solving, office management, and administrative assistance.