

## SO WHAT IS THE DIFFERENCE BETWEEN A PROFILE STATEMENT, A SUMMARY OR HIGHLIGHTS OF QUALIFICATIONS, A CAREER OBJECTIVE OR AN OBJECTIVE??

### Here is a sample of a profile statement:

**HARD-WORKING AND TECHNICALLY SKILLED ACCOUNTS RECEIVABLE/PAYABLE SPECIALIST** known for accuracy, attention to detail and timeliness in managing disbursement functions. Strong ability to handle multiple accounts while providing excellent customer service. Career spans 20+ years of experience in fast paced office environments including law, banking, and the auto auction industries.

### Summary or Highlights of Qualifications can be an actual listing of your strongest elements that your history and experience has helped you attain:

- Successfully completed all high school coursework with a B or better.
- Excellent attendance pattern.
- Strong sense of community, volunteering for many service projects.
- Leadership experience through sports and club activities.

### Career Objective:

My short range goal is to focus in the area of warehousing with an emphasis in distribution. Long range goal is to major in Logistics at the university level.

### Objective:

Offering proven skills in collision repair. Interested in a entry level technician position at.....

### A few examples of descriptive phrasing:

Strong sense of responsibility	Excellent organizational skills
Flexible – willing to take on a variety of tasks	Ability to learn quickly
Reliable and prompt	Resourceful problem solver
Neat, efficient and thorough	Goal oriented
Strong leadership skills	Willing to do extra work to gain valuable experience
Able to prioritize a heavy work load	Get along well with others
Cheerful outlook, positive attitude	Excellent communication skills
Strong motivation and dedication to the job	Attentive to time schedules
Take pride in a job well done	Able to make important decisions independently
Extensive artistic background	Self motivated
Able to work independently	Enthusiastic team member
Strong math skills	Able to handle money

### A few examples of Action Verbs:

<b>attained</b>	<b>administered</b>	<b>analyzed</b>	<b>coordinated</b>	<b>delegated</b>
<b>developed</b>	<b>organized</b>	<b>planned</b>	<b>prioritized</b>	<b>directed</b>
<b>drafted</b>	<b>edited</b>	<b>convinced</b>	<b>identified</b>	<b>coached</b>
<b>demonstrated</b>	<b>achieved</b>	<b>improved</b>	<b>restored</b>	<b>spearhead</b>
<b>transformed</b>	<b>devised</b>	<b>engineered</b>	<b>collaborated</b>	<b>promoted</b>
<b>negotiated</b>	<b>adapted</b>	<b>created</b>	<b>processed</b>	<b>executed</b>