

Examples of profile statements

1. A hardworking and adaptable individual who maintains a professional manner in the work place. Able to work under pressure in a methodical and responsible way whilst being able to meet deadlines. Works well as part of a team and can also work unsupervised using initiative.
2. A confident, reliable and driven individual who uses his/her initiative to meet, if not exceed, the highest standards. A well presented team player who is always willing to listen and take advice and comments onboard. Able to work under pressure whilst continuing to deliver a high level of customer service. Wanting to join an organisation where existing skills can be built on and new skills can be developed.
3. A highly motivated and skilled individual who is always well presented and a good company advocate. Works well under pressure whilst delivering duties effectively and accurately. Can work in a team setting or alone unsupervised. Willing to join an organisation where he/she can develop new skills building on existing experience.
4. Commercially aware sales professional with the initiative identify and capitalise upon market opportunities. Strong sales and negotiating skills are allied with disciplined and analytical approach administration and organisation. Experienced in all aspects of business development and able to communicate with colleagues and clients to give quality, high standards and professionalism to the entire sales process.
5. A customer focused, friendly and polite retail assistant who has a good understanding of quality customer service. Very reliable, helpful, flexible and open to new challenges.
6. A hardworking individual who strives to accomplish meritorious standards in all work undertaken. Highly motivated with the ability to work on own initiative. A team player who provides appreciation and willingness to suggestions from team-mates. Enthusiastic about performing to high standards, even in pressurised environments under strict deadlines. Dedicated, open to challenges and happy to train to enhance existing skills.
7. A self-motivated, confident and hardworking individual who enjoys working within a team or alone using initiative. Enthusiastic about learning skills and gaining various experiences. Trustworthy, punctual and committed to customer satisfaction. Has the ability to work well under pressure still maintaining quality of service and prioritising effectively.
8. A trained Painter and Decorator who is committed to delivering quality workmanship and able to maintain solid business relationships. A persuasive communicator who can prioritise workload. Able to work confidently as a team member or individually using own initiative.
9. A hardworking and reliable individual who always approaches clients/customers in a polite and effective manner. Confident and able to work under pressure in a responsible way whilst working alone using initiative or as a positive part of a team. Enthusiastic about learning new skills and gaining experience.

Examples of profile statements

10. A well-motivated and energetic individual who possesses good interpersonal skills and the ability to communicate effectively on all levels within an organisation. Can participate effectively into teamwork and use own initiative when required. A flexible individual who enjoys the challenges of meeting deadlines and targets.
11. Able, caring, committed and enthusiastic individual who has flexible approach to all undertaken. Currently studying mechanics/motor vehicle studies and is looking for opportunities within this area would consider taxi service driving.
12. A caring and helpful person who enjoys meeting different types of people, have the ability to manage a varied workload and enjoy the challenge of new tasks, possess an outgoing personality and can work without supervision, self-motivated and computer literate, with these skills intend to work to the best of abilities.
13. Creative, soft motivated individual and a team player, conscientious, adaptable, practical and reasonable, also amiable with good communication and people skills.
14. Mature, responsible and hardworking individual, who always strives to achieve the highest standard possible, with excellent communication skills (verbal and written) and the ability to relate to wide range of people. Confident and very enthusiastic individual who is always keen to learn, also have the ability to work effectively within a team and the initiative to handle difficult situations without guidance.
15. A highly motivated postgraduate possessing a wide range of skills, knowledge and experience gained through academic study and work. Works effectively with others and highly capable of working on own initiative, possesses an enthusiastic approach to work and attention to details where appropriate, with the ability to plan projects and prioritise conflicting demands. Have achieved a high academic standard now committed to building a successful and rewarding career with a progressive company offering the opportunity for additional personal career development
16. A hardworking, reliable, experience manual worker who enjoys working as part a team as well as own initiative, flexible, enthusiastic individual who is used to working under pressure to achieve desired result, quick learner who is capable turning his/her skills to any tasks
17. Self-motivated, reliable and calm person at all times with a great sense of humour works well under pressure and a team member, organised and responsible.
18. An experienced with ability to liaise with people from all backgrounds, remain calm under pressure and problem solve, Reliable, easy going and look forward with my job satisfaction in order of completing my given tasks successfully.

Examples of profile statements

19. Open attitude, sensitive to needs of others, non-judgmental approach to work, provide a supportive and trusting relationship, boundaries as fundamental to good practice, ability to respect confidentiality, commitment to equality and anti-oppressive practice, ability of function autonomously, willingness to learn from experience, liaising with agencies and diverse communities.
20. A highly practical individual with strong resolve and problem solving skills, excellent self-discipline with thorough approach to work ethics and responsibilities, always ready to learn new skills and can adapt to situations with a strong resolve.
21. An outgoing and vibrant person who is enthusiastic about hands-on working a team setting or alone, on own initiative, ambitious and serious about achieving set targets. An honest and straightforward person who is good at verbally communicating with collected manners when adapting to achieving environments.
22. A hard working flexible individual, who is able to work well under pressure and meet deadlines, possesses a good communication skills amid capable of imparting information to team members, open to learning and uses their initiative, especially when working towards personal and work related goals, creative and articulate, health and safety compliant, competence in the use of IT Software Microsoft Word, D-Base, Spreadsheet, Excel and Internet.
23. An organised and reliable individual who takes in pride in completing any task to a high standard, adaptable person with the ability to a variety of new responsibilities efficiently, a good communicator who works equally well on own initiative or part of a team.
24. The capacity to deliver verbal and written communication, strong team player with the ability to share information, offer support and guidance to colleagues and customers, excellent interpersonal and active listening skills with the ability to demonstrate compassion and empathy, good planning skills with the ability to follow through to conclusion and proactively prioritise workload according to business needs, strong negotiation skills with ability to persuade and positively influence decisions, capacity to deliver excellent customer service and always striving to go the extra mile in order to achieve the set goal.
25. A self-motivated, organised and creative individual working within a customer focused environment. A reliable and hard working person, who understands the importance of providing quality customer service, even when working under pressure. Can work well in a team, or alone unsupervised. Wanting to join an organisation where new skills can be developed whilst building on existing experiences.
26. A hard working reliable sales person with knowledge of the retail industry. Able to work as part of team, capable of doing a wide range of task such as offering help and advice to customer. Handling cash, dealing with stock, resourceful, punctual, honest and well organised.
27. I am able to communicate effectively with different groups of people, and have demonstrated this with young children, the elderly or even people in high office such as diplomats. Effective communication involves listening and responding to the needs of the individual. I have a good level of spoken and written English.

Examples of profile statements

28. A self-motivated, polite and hard working individual, who works effectively both within a team and individually on own initiative. Wanting to join an organisation where skills can develop whilst building on existing experience. A well presented team player that is willing to listen and take advice and comments on board.
29. A responsible, mature, flexible and hardworking individual with excellent communications skills who enjoys working as part of a team but also independently. Quick to learn with the ability to manage a range of different operations. Good analytical skills and keen eye for detail.
30. A person with good organisational and people skills, motivated, excellent and supportive team player and able to employ own initiative with a love of challenges. I have a good office experience and, also childcare experience who is a quick learner, hardworking and reliable who works to deadlines.
31. I am well-presented, honest and reliable individual who demonstrates a high level of ability in assisting and communicating with excellent interpersonal skills. I am an outgoing and confident individual who strives to accomplish each task to the best of my ability. I am effective and efficient individual who has great customer skills.
32. A reliable well-motivated, hard working, considerate person, with a wealth of practical skills and experience in dealing with various administrative tasks and general customer service. Most importantly, knows the importance of planning, organising, prioritising tasks ahead for effective time management. Over the years I have developed good interpersonal and communications skills. A keen listener, flexible, patient, jovial, eager to learn and acquire new skills. Can work well under pressure and meet deadlines. In addition, have the initiative to work individually as well as part of a team.
33. I am a confident and caring person who enjoys working with orders and meeting different types of people. I have the ability to manage a varied workload and enjoy the challenge of new task. I am self motivated and computer literate with these skills , I intend to work to best of my abilities.
34. Multilingual, strong team player with excellent sales, customer service and complaints handling skills. A confident, reliable, customer orientated sales consultant with extensive experience in the Hotel and Travel industry.
35. Enthusiastic, hard working and adaptable, with a can do attitude and a desire to learn new skills. An excellent communicator, working well in a team and independently. Trustworthy and accurate, conscientious and persistent in seeing a task through to the end, paying close attention to detail. Welcoming, calm and sociable, possessing the ability to create and add to a great atmosphere.

Examples of profile statements

36. A hardworking and reliable, confident and responsible person with 4 years experience working in Voluntary sector. I am a team leader who is capable of working on own initiative and in a team. I have the skills to organise and encourage Human Development to achieve results. I relate well under pressure and I am quick to learn new skills.
37. An enthusiastic, customer focused person with Warehouse and Delivery experience. Good communication skills and manual dexterity combined with being fit and active. Able to follow written and verbal instructions, work as part of a team and use own initiative to meet deadlines. Conscientious and reliable, trustworthy and honest with an outgoing personality, eager for further development.
38. Energetic finance officer with administration and financial accountancy experience. Bilingual in English and French, a flexible and conscientious administrator who can both within a team and using initiative. Able to perform effectively at short notice in temporary assignments and to settle in to an organisations culture for permanent posts.
39. Highly motivated professional with considerable experience in customer service roles, community work with administrative and management skill. Flexible in approach to work tasks combined with a strong communications skills at all levels. Effective as a team player, an initiative problem solver using tact and diplomacy to gain positive results. Educated to degree level in development studies. I have a great deal of knowledge around resettlement and immigration having worked with the Somali community for over 10 years in this area.
40. A hardworking administrative assistant with current experience in the office environment currently seeking a career within the same field. Enthusiastic and cheerful, and always willing to help people, wherever I can. I am reliable and trustworthy, and able to carry out any task set, to be executed promptly.
41. I am a Seasoned Adult education practitioner with over 20 years of experience in this field. I have designed training curricula for both individuals and small groups and have the ability to simplify complex information. I am orientated toward solid action-plans that impact positively and meet required objectives. I am an experienced in project writing and budget preparation and have excellent organisational skills. I am able to maximise the potential of training programmes delivered.
42. Energetic Receptionist and Administrator with administration and experience. Bilingual in English and Greek, a flexible and conscientious administrator who can both within a team and using initiative. Able to perform effectively at short notice in temporary assignments and to settle in to an organisations culture for permanent posts.

Examples of profile statements

43. A versatile individual within a variety of I.T, fields including a broad knowledge of Networking, Data Systems and Desktop support incorporating the latest technologies. Provided support for Field Engineers, Remote Users & customer who are required to use progressive technologies (both hard and software). Able to quickly adapt to new technologies and I.T infrastructures. Proven to fulfil responsibilities in a professional and an efficient manner, self motivated with proven experience when working within or supervising teams. Can use own initiative when working on my own in a structured and effective manner.
44. A hardworking and self-reliant individual, who is efficient in carrying out administrative tasks in pressured environments and competent to provide a good service for clients. Very well presented, diligent and a determined individual. Self-motivated with a very high level of commitment in any task undertaken. Works well on her own and is a good team member.
45. I am computer literate honours graduate. I have good written and oral communication skills, and other work I have done has provided me with an organisational and administrative background. I have knowledge of Word, Excel, Access, Photoshop, and Quark Express and can use email and the internet. My voluntary positions have allowed me the experience of working with client-based groups and with other volunteers.
46. A confident, meticulous, and reliable individual, who is experienced in a variety of community based projects. Is target oriented and proactive with ability to work in a team environment as well as using own initiative, proven leadership skills involving managing, development and motivating at all levels, coupled with first class analytical designed and problem solving skills and dedicated to maintaining high quality standards in all positions held, looking for a challenge in company that recognises and develops skills to mutual benefit.
47. A very conscientious and organised person who can work well in a busy environment and especially enjoys being part of a team. A capable person who is willing to learn new skills and methods of working. Looking for a permanent position which can offer training and career development.
48. An experienced plasterer with a CSCS card seeking for a similar position in the building trade. With excellent practical skills able to do a professional job to satisfy high customer expectations and to provide a good service in the building trade. Capable of doing routine work, and able to do practical tasks. Self motivated a good team player and like to do a good job.
49. A hard working and self-reliant individual, who is efficient in carrying out administrative tasks undertaken, Works well on her own and also is a good team member.
50. A hardworking, polite, well mannered, diligent and flexible individual who enjoys the challenge of working within a busy, demanding environment. Self- motivated with a very high level of commitment in any task undertaken and relishes the opportunity of learning new skills and methods of working. Capable of working as a team member as well as equally confident working alone using own initiative.

Examples of profile statements

51. A hard working, self motivated and confident individual with skills and experiences of working in various sectors. Able to work well in a team environment in harmony as well as on own initiative. Communicative and proficient in dealing with client and customers to provide a good service to satisfy their expectations as well as to achieve the business targets.