

# THE QCC OFFICE OF CAREER SERVICES



## **WHAT IS A RESUME PROFILE?**

Excerpts from *Tips for Writing a Resume Profile*, by Alison Doyle,  
The Balance Careers website

Some hiring managers recommend that job applicants begin their resume with a resume profile instead of an objective. What's the difference, and why might one be better than the other?

A resume profile is a brief summary of an applicant's skills, experiences, and goals as they relate to a specific job opening. Be sure to tailor your resume profile to fit the specific job opening for which you are applying and indicate the skills that qualify you for it.

Essentially, a profile is a very condensed version of a cover letter. Without restating your entire resume, it matches your qualifications to the job requirements. The intention is to show the hiring manager quickly and convincingly that you are the best person for the job.

A resume profile is also referred to as career summary personal profile statement, profile statement, resume summary, or summary of qualifications. All refer to profiling your key qualifications for the job on your resume.



## **EXAMPLES OF RESUME PROFILES**

**PROFILE:** Curious, hardworking college student with aspirations of becoming a Healthcare Social Worker. **Seeking an internship with Ronald McDonald House working with the children and family residents.** Enjoy helping young children and have prior experience as a summer camp counselor. Trustworthy, reliable, and caring. Trilingual.

### **CAREER FOCUS**

**Seeking to become a QCC FYE Peer Mentor and share my positive experiences and knowledge of QCC with new students.** A Liberal Arts major with concentrations in English and Communication Studies, comfortable with public speaking and presenting information to an audience. Currently working as a College Discovery tutor. Friendly, outgoing, punctual, and organized. **Proficient with MS Office (Word, Excel, Teams, PowerPoint), CUNYfirst, Zoom, Blackboard.**

**PROFESSIONAL SUMMARY: Accomplished, results driven fourth semester college student studying Childhood Education, applying to the CUNY Tutor Corps.** Demonstrates solid interpersonal, problem-solving and communication skills in the classroom, working with multiple students or one-to one. Ability to work effectively in varying environments and help motivate students to set and achieve academic goals for themselves.