

Instructions:

A personal profile describes you as a professional and a person. Your Personal Profile should be only three sentences. The first sentence should describe who you are; the second should present a summary of your skills and experience and the final sentence should explain your personal career goal.

Who you are (current position):

highly skilled
creative
confident
enthusiastic
qualified

highly motivated
hardworking
flexible
effective
adaptable

reliable
versatile
competent
energetic
add more:

Ex: *A highly skilled, versatile and creative manager with ten years experience in the hotel industry.*

_____ with _____ years experience/ some/ a lot of experience in _____
_____.

What you can do (skills and experience):

Specific expertise in _____

Responsible for /In charge of _____

Proven ability in _____

Excellent _____ skills.

Other background experience: _____

What you want (career goals):

Looking for a position in _____

Seeking an opportunity in _____

Seeking to continue career as _____

Objective is to develop a career in _____ as _____