

## Example Profiles

**We suggest that you do not use the wording verbatim but modify to suit your own circumstances.**

### **Finance Junior**

An enthusiastic, dedicated and versatile young person with an outstanding academic background and excellent attitude to work. Highly motivated, reliable with experience of working in an office junior role for an accountancy firm. Currently looking to start a career in the financial services sector.

### **Sales**

A target driven graduate with an ability to work under pressure and achieve monthly targets. Proactive in generating business and taking every opportunity to close deals. Excellent customer service skills and able to build rapport and maintain long term business relationships with both buyers and sellers. Having a great work ethos and fully aware of all current legislation. Presently seeking an opportunity to join a well-respected, nationwide Estate Agency as a trainee sales negotiator.

### **Nursery nurse**

A team player with excellent communication skills and qualified up to level 3 in childcare. Possessing valuable experience of working with children aged between 1-5 years, ensuring that they are cared for in a happy, safe and stimulating environment. Passionate about providing first class childcare to infants under my supervision. Having an enthusiastic attitude and working hard to ensure good practice is demonstrated across all areas of the Nursery, from planning quality activities to communicating with all parents and liaising with other staff.

### **Trainee financial advisor**

A highly motivated recent Business Studies graduate looking to kick start his career as a financial advisor and build his business building skills with a reputable finance company. Possessing enthusiasm, drive and a positive attitude required to be successful in a sales and marketing environment. Presently looking for a graduate or trainee financial advisor position with a rewarding and forward looking company.

### **Financial analyst**

*A highly motivated Finance graduate who is able to provide key analytical support to company managers. Ambitious and looking forward to playing a key role in financial decision-making and adding significant value to a business. Experience of budgeting, forecasting and producing monthly financial reports as well as reviewing internal company processes to advise on any improvements which could be made.*

*Looking to join a company that offers long term career prospects and also a opportunity to study towards CIMA membership.*

### **Administrative assistant**

A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organised and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues.

Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems. Currently looking for a suitable position with a reputable and ambitious company.

### **Data Entry**

A bright, talented and hardworking data entry clerk with an ability to methodically and accurately input, manage and manipulate large volumes of data. Having effective organisational skills and proficiency with administrative and practical tasks. Able to implement new effective data inputting ideas and techniques as well as understanding that data is only valuable if it is accurate, up to date and useable. An excellent communicator, who can relate well with colleagues at all levels and is able to work well as part of a team and as an individual. Now looking for a suitable data entry position with an ambitious company.

### **Administrator**

A well organised administrator from a clerical background with invaluable experience in providing administrative and clerical support. Highly focused, with a comprehensive knowledge and understanding of various roles such as office administration, customer service and patient services. A consistent track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing productivity, all to tight time scales and within budget. Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable position as a Clerical Officer.

### **Office Junior**

An adaptable, conscientious and enthusiastic office junior who is also hardworking and motivated with a passion for a career in administration. Motivated, confident, keen to learn and with strong attention to detail as well as having excellent inter-personal skills. Possessing a 'can do' attitude and willingness to take on routine but essential tasks and looking to develop their career with a leading company. Now looking for a suitable office junior position that offers lots of opportunity for career development and also makes best use of my existing skills and experience.

### **Receptionist**

Well presented with exceptional customer service skills, and the ability to provide an effective reception and switchboard service. Experienced in working under pressure in a quick paced fast moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner. Able to be an integral member of an administrative and clerical team, and can follow instructions and also have a willingness to learn. Currently looking for a suitable receptionist position with a progressive company.

### **Software Developer**

Experienced **DEVELOPMENT TEAM LEADER** with 10 years' experience training and leading development teams to build Object Orientated Internet/Intranet applications using C#.NET, ASP.NET, SQL SERVER. Now seeking next challenging and rewarding position in a customer focused organisation.