

## Step 12 Profile

**Aim of Step 12:  
Is to develop your Profile**

### **Introduction:**

Your profile is a short description. It's like snapshot picture that gives an insight into certain qualities and traits you have that may be of interest to employers.

A profile may be written as a brief paragraph, or a series of short statements that effectively give an employer a quick summation of who you are and what you may potentially offer.

Your profile can contain strengths, skills, unique selling points, and positive character traits.

It is very useful to have a list of profile characteristics that can be used in CV's, cover letters, verbal pitches, online profiles or any other way you are using to market yourself.

The **Profile Tool** will enable you to draw up a list of your profile characteristics.



### **Instructions for using the Profile Tool:**

1. The Tool Template contains a long list of single words or expressions.
2. Look at the word or expression and see if it might apply to you in some way. Ask yourself if the word or expression fits with something about you or if you can make a sentence out of the word or expression that describes something about you.
3. You may find that you can produce several fits for some of the expressions.
4. You may also notice that some expressions overlap and that you can make sentences by combining different words and expressions.
5. If there is a fit then tick the box marked **Yes**.

Examples are given in brackets (*and written in italics*).

Some words are given an alternative word and this alternative is given in (brackets).

**Note:** The examples are for demonstration only and may not apply to you.

**Continue to Profile Tool**





Examples are indicated in Red

Profile Tool	Yes
(I have an) Exceptional track record (for timekeeping)	
(I am) Able to work on my own initiative	
(I am) Adept at (keeping records) (answering the phone)	
Action orientated	
Astute (sharp minded)	
Breadth of (experience) (knowledge)	
Bright (outgoing personality with a flexible approach to...) (and capable with good people skills)	
Capable	
Carry out assigned work roles in a dutiful manner	
Client focussed	
Comfortable (relationships with...) (dealing with..)	
Commercially driven	
Confident and competent	
Confident and self aware	
Conscientious	
Consistently (deliver...)	
Decisive	
Dedicated	
Delegated (duties to team colleagues..)	
Demonstrable track record	
Demonstrates robust/strong/high-level/(leadership) (people) (decision making) (management) skills	
Determined	
Disciplined	
Effective	
Open collaborative style	
Empathetic (sensitive to)	



Profile Tool	Yes
Entrepreneurial qualities	
Exceeds expectations (and productivity targets on a regular basis)	
Excellent (management) (mechanical) ...	
Exceptional	
Experienced	
Flexible	
Focussed	
High degree/level	
Highly motivated	
Highly reliable (and responsible)	
Highly responsible (and reliable)	
Keen eye for detail	
Loyal (responsible and reliable)	
Multitasker (with flexible approach to...)	
Natural	
No nonsense approach (to...)	
Noted for/by	
Optimistic	
Organisational skills	
Passionate	
Professional approach	
Proficient (very competent)	
Proven record of (quality) (relevant)	
Purposeful	
Qualities include	
Recognised by/as/and promoted/sought after	
Reputation for (innovation in..) (gained as a ...)	
Results focussed	
Robust	
Sees the bigger picture	



Profile Tool	Yes
Selected	
Self aware	
Self management	
Self motivated	
Sensitive	
Socially adept	
Specialist	
Strong abilities in	
Team builder	
Team working	
Trusted (to handle cash) (with keys) (in my role as...)	
Well developed	
Work well under direction or on own initiative	
Work well under pressure	
Knowledgeable	
Technical	
Skillfull	
Talented	
Achieved	
Fits in well	
Work well with others	
Can work on my own or as part of team	
Can be relied on to get the job done	
Good in pressurised situations working to deadlines	
Competitive	
Keen learner	
Keen	
Caring	
Solved	



Profile Tool	Yes
Introduced ( <i>new systems..</i> )	
Drove ( <i>initiative...</i> ) ( <i>sales team to reach...</i> )	
Best known for	
Operated	
Trained in the use of...	
Familiar with	
Handled	
Checked	
Helped	
Reached	
Saved the company (€.....)	
Supervised	
Produced good/excellent/quality	
Was selected	
Worked to deadlines	
Assisted supervisors	
Background in	
Fluent in/can converse in	
Worked as a	
Worked in	
Skilled in	
A qualified	
My strengths include	
Entrusted with	
Can be relied on to..	
Praised for	
Trained in the use of	
Awarded	
Experienced in many roles including	



Profile Tool	Yes
Achieved	
Attention to detail	
Numerical skills	
Out of box thinker	
Loyal and reliable	
One hundred percent attendance record	
Hard worker	
Highly aware of health and safety issues (with...years accident free record)	
Line machine operation experience (cutting/assembly etc.)	
Checked	
Co workers describe me as...	
Entrusted with (confidential information) (special duties)	
Worked in ISO 9001 environments	
Safe pass	
Ticket for forklift/hoist/scaffold etc.	
Willingness to respond to busy times	
Used to working shift / overtime/ nights/ weekends	
Strong record	
Friendly outgoing personality	
Stock taking	
Customer service	
Handling cash	
Trusted to lock up	
Broad practical experience	
Thorough training/knowledge	
Able to work efficiently and effectively with others	
Able to maintaining control over a number of tasks at once	
Identified (solutions) (problems) (ideas)	
Innovation	

