

EXAMPLES OF PERSONAL PROFILES

Punctual, honest and reliable supervisor. Extensive experience in the retail and vehicle trades. Proven communication, leadership and team working skills. Flexible in outlook and adaptable in practice. Forward thinking and innovative. Keen to learn new skills.

Qualified Painter and Decorator with 10 years experience of working on Industrial and residential properties. Proficient in the use of industrial spray-painting equipment, all types of decorative finishes and materials. Well-organised and reliable, working to a high standard and to tight deadlines.

A well organised, reliable and commercially aware manager with a wealth of experience in both large and small organisations. Accustomed to working to tight budgets and timescales in a high-pressure environment with the ability to motivate others and communicate well at all levels.

Experienced administrator I am used to working in a high-pressure environment meeting tight deadlines. I enjoy working as part of a team but also have had to work on my own initiative to achieve objectives. I have excellent communication skills and enjoy meeting new people

A dedicated and self-motivated person with 8 years experience in the engineering field backed up by a proven record of achievement. Worked on both individual and team projects. Personal strengths include the ability to work accurately under pressure, flexibility and a desire to succeed.

Enthusiastic trainee carpenter experienced in a variety of projects including Shop refits, door hanging and window fitting and general household repairs. Proficient in the use of all hand and bench tools, Accurate at measuring and costing.

An ambitious and adaptable individual with an extremely pleasant manner, mature with a professional attitude. Excellent communication skills, both written and verbal, have the ability to work with people on all levels from various backgrounds. Also capable of prioritising time and working efficiently and effectively.

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 team work and use own initiative when required. A flexible individual who enjoys the challenges of meeting deadlines and targets.



CV words and phrases examples - personal profile, capabilities, etc

- adaptable and flexible; well-organised planner and scheduler
- calm, reliable and dependable in meeting objectives - logical and numerate
- completer-finisher; checks and follows up - immaculate record-keeper
- creative and entrepreneurial networker - effective project coordinator
- critical thinker - strong analytical skills; accurate and probing
- decisive and results-driven; creative problem-solver
- determined and decisive; uses initiative to develop effective solutions to problems
- emotionally mature - calming and positive temperament - compassionate and caring
- energetic and physically very fit; quick to respond to opportunities and problems
- energetic and positive outlook, which often inspires others
- entrepreneurial and pro-active - strong drive and keen business mind
- excellent inter-personal and communications skills
- excellent interpersonal skills - good communicator, high integrity
- facilitative project manager; develops and enables group buy-in
- financially astute - conversant with accounting systems and principles
- good interpersonal skills - works well with others, motivates and encourages
- good listener - caring and compassionate
- good researcher - creative and methodical - probing and resourceful
- good strategic appreciation and vision; able to build and implement sophisticated plans
- great team-worker - adaptable and flexible
- high integrity, diligent and conscientious - reliable and dependable
- identifies and develops opportunities; innovates and makes things happen
- methodical approach to planning and organising - good time-manager
- persistent and tenacious sales developer; comfortable with demanding targets
- reliable and dependable - high personal standards and attention to detail
- resilient and thorough - detached and unemotional
- results-driven, logical and methodical approach to achieving tasks and objectives
- seeks new responsibilities irrespective of reward and recognition
- self-aware - always seeking to learn and grow
- self-driven and self-reliant - sets aims and targets and leads by example
- sensitive and patient interpersonal and communication skills
- solid approach to achieving tasks and objectives; determined and decisive
- sound planning and organizational capabilities
- strives for quality and applies process and discipline towards optimising performance
- strong planning, organising and monitoring abilities - an efficient time-manager
- systematic and logical - develops and uses effective processes
- tactical, strategic and proactive - anticipates and takes initiative
- task-oriented - commercially experienced and aware
- team-player - loyal and determined
- technically competent/qualified [state discipline or area, to whatever standard or level]
- tolerant and understanding - especially good with young children/elderly people/needly people/disadvantaged people, etc
- well-organised; good planner; good time-manager