**Profile - Summarize Your Key Qualifications**

When constructing the resume, it is crucial that your strengths and key qualifications are summarized within the top half of the first page of the resume. This can be accomplished with a Professional Profile section.

Here is an example of an opening paragraph for an individual seeking a CFO position:   
  
**Chief financial officer with fifteen years of corporate accounting and management experience. Hands-on manager with expertise in accounting systems development, fiscal management, and financial reporting. Proven record of developing and implementing financial and operational controls that improve P&L scenario and competitively position firm.**   
  
In reading this brief paragraph, a prospective employer or recruiter will immediately grasp the scope of this candidate’s professional experience.[[1]](#footnote-1)

Other profile examples:

Senior Web Developer specializing in front-end development. Experienced with all stages of the development cycle for dynamic web projects. Well-versed in numerous programming languages including JavaScript, SQL, and C. Strong background in project management and customer relations.[[2]](#footnote-2)

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* Junior Web developer able to build a Web presence from the ground up -- from concept, navigation, layout and programming to UX and SEO.
* Skilled at writing well-designed, testable and efficient code using current best practices in Web development.
* Fast learner, hard worker and team player who is proficient in an array of scripting languages and multimedia Web tools.[[3]](#footnote-3)

1. http://resume.monster.ca/6975\_en-CA\_p1.asp [↑](#footnote-ref-1)
2. https://www.myperfectresume.com/how-to/technology/web-developer-resume-sample/ [↑](#footnote-ref-2)
3. https://www.monster.com/career-advice/article/sample-resume-IT-developer-entry-level [↑](#footnote-ref-3)