

CAREER ACCELERATION NETWORK®**Before revision...**

The profile was too wordy. The reader would be overwhelmed with words and come away with little understanding of what the candidate could do for the organization...

SUMMARY OF QUALIFICATIONS

Executive assistant with high quality skills and experience in the strategic areas of Administrative Operations and Customer Service

- **Outstanding leadership, organizational, and communication skills**
- **Self-motivated with the ability to adapt to new concepts and ideas**
- **Experience implementing organizational systems within numerous departments to increase overall speed, accuracy, and consistency of staff responsibilities**
- **Ability to exercise sound judgment and problem solving**

After revision...

The new profile is clear and concise - the reader expects to learn more about the candidate's customer service accomplishments and administrative skills. The candidate focuses on her high standards, organizational skills, and ability to work well with others; these qualities aren't buried among a lot of other adjectives.

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PROFILE

CUSTOMER RELATIONS and ADMINISTRATIVE professional with demonstrated ability to design and implement effective solutions to organizational problems

- ◆**Able to manage multiple priorities while maintaining high standards**
- ◆**Recognized as an individual achiever and an effective team player**

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