CAREER CONNECTORS

Profile or Summary

This narrative section focuses the reader's attention on the "professional you." It identifies who you are and what value you offer. It articulates your "branding message." It draws attention to your background, experience and themes from your accomplishments. It conveys what you are known for or what you have a reputation for achieving. It also positions you by level. This section may also include special degrees, certifications and languages relevant to your targets.

Management or Leadership Skills

These are typically your transferable skills, which are transportable from job to job; industry to industry. These are often natural abilities or talents expressed in noun and noun phrases. Examples: problem resolution, analytical skills, critical thinking, leadership, adaptability, communication.

Functional Skills or Subject Matter Expertise

These are industry or job specific knowledge skills, acquired through education, training or on the job experience. Often called "tools of the trade" or Keywords, they are expressed in noun and noun phrases. Examples: P&L analysis, risk management, process improvement, Six Sigma, vendor sourcing, regulatory compliance, brand management, account development.

Personal Vision

A goal statement comprised of tangible and intangible elements of your ideal work preferences assessment. This statement includes desired job and organizational characteristics such as company size, corporate culture, reputation, values, industry, geography, commute, travel, job scope.

Target Positions

List your targeted positions by title or functional category.

Target Industries or Market Segments

Target Companies

Ideally 15-25 sorted by industry or market segment.

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