



## The resume profile statement

Introducing your resume with a profile statement is a great way to focus the first impression on who you are and what you bring to the table. If it is accurate and well-articulated, even the busiest reviewer will have a strong sense of who you are.

To generate the perfect profile statement for you, ask yourself these questions and write down all the responses that come to mind.

- **What life and career experiences have prepared you for the job?**
- **What knowledge, expertise, training, unique skills and abilities do you offer the district?**
- **What are the reasons you are the right person for the position?**
- **What are the essential messages presented in each section of your resume?**

Using the answers to these questions, generate a list of the operative words that best describe you and that together create a comprehensive picture of the consummate professional you are.

Then put those words into a brief paragraph that is well-constructed and clear, yet simultaneously jam-packed with information about your qualifications as a candidate for superintendent.

### Example

Accomplished professional with a strong record of achievements in improving education, building and maintaining balanced budgets, excellent facility management, and outstanding community relationships through vision, leadership and team-building. Experience spans K-12 in low SES districts as well as high profile, high SES districts and includes ten years in various administrative positions complemented by eight years in the classroom.