

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Reception

EXAMPLE 1

CAREER OBJECTIVE

I am seeking a position as a Receptionist in a medical/allied health practice where I can utilise my recent training and diverse experience to contribute effectively to its smooth running. Communication, teamwork, well-developed interpersonal attributes and attention to detail are my strengths.

SKILLS & ATTRIBUTES

- Excellent communications skills, both written and oral
- Professional and friendly telephone manner
- Demonstrated ability to provide quality customer service, including follow-up as needed
- Ability to liaise at all levels, treating everyone with respect, empathy and patience, whatever their circumstances, including clients with challenging behaviour
- Demonstrated track record of effective time management, prioritizing and meeting deadlines
- Extensive experience working with health professionals in community and advocacy settings
- Accurate keyboarding skills 75 wpm (touch typing); intermediate level Microsoft Office Suite
- Recently trained in Pracsoft; experienced with records management systems