

## **Repertoire of Successful Business Sentences That Get Good Results**

By John B. Goldhamer, [www.JohnGoldhamer.com](http://www.JohnGoldhamer.com)

Richmond, Virginia

### Opening Sentences that *Jump Off the Face of the Page for the Reader*

As we discussed,  
As you know,  
As mentioned previously,  
As a \_\_\_\_\_, with a \_\_\_\_\_ degree, I am proficient in \_\_\_\_\_ (*As a Phrase Summary Formula*) (Pg. 5-14)  
As our customer, we want to make sure that you are aware of \_\_\_\_\_  
Recently, I received a \_\_\_\_\_  
Thank you for your question regarding \_\_\_\_\_  
\_\_\_\_\_ suggested that I contact you regarding \_\_\_\_\_

### Body of Letter Sentences

Our records indicate \_\_\_\_\_  
Accordingly, we believe \_\_\_\_\_  
Regrettably, we were not able to \_\_\_\_\_  
Unfortunately, we were not able to \_\_\_\_\_

### Declarations (*Things Come in Threes*)

Attached is my résumé listing my *Achievements, Education, and Experience*.  
My *Education, Experience, and Expertise* establish the type of exceptional work I would perform.  
Attached are my *Conclusions, Data, and Documentations*.  
I *Accumulated, Assembled, and Authored* \_\_\_\_\_  
I *Conceived, Created, and Composed* \_\_\_\_\_  
I *Explored, Researched, and Composed* a document on \_\_\_\_\_  
I *Created, Presented, and Implemented* a \_\_\_\_\_  
Making an *Experiential Educational Estimate* I conclude that \_\_\_\_\_  
Demonstrating my *Ingenuity, Initiative, and Inventiveness*, I created \_\_\_\_\_  
Through the Art of *Legal Reasoning, Law, and Evidence* I was able to \_\_\_\_\_  
May you and your family have a *Plentiful, Productive, and Prosperous* New Year!  
I provide the advice as well as the *Direction, Details, and Documentation* for success.

### Concluding Sentences that are *Brief and to the Point*

Thank you for your assistance and please let me know if you have any questions.  
Thank you for your consideration. Please let me know if you have any questions as well as the results of my request.  
Thank you for your cooperation. Please let me know if you have any questions as well as the results of this issue.  
Please let me know your thoughts.  
Please let me know if you have any *comments, questions, or suggestions*.  
Please let me know if you have any questions; and how I can help you in the future.

### Signature – With Easily Noticed Contact Information

Sincerely,  
Name  
Title  
Telephone Number  
Fax Number  
Email Address

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## **“As a Phrase Summary Formula”**

**As a \_\_\_\_\_, with a \_\_\_\_\_ degree, I am proficient in \_\_\_\_\_ ... (Action words)  
OR, I**

**Perform \_\_\_\_\_, develop and execute \_\_\_\_\_, support \_\_\_\_\_, or prepared to \_\_\_\_\_. I am Passionate about \_\_\_\_\_**

145 examples of *Meaningful Words, Fulfilling Words, and words which Clearly Add Value* in describing a candidate's experience that could be used in a résumé.

Accomplished	Extensive	Proficient
Accountable	Fiscal	Proficiently
Achieved	Fluent	Progression
Advanced	Goals	Published
Analytical	Graduate	Qualified
Anticipating	Green	Qualitative
Articulate	Growth	Quantifiable
Authored	Honed	Quantitative
Benefit	Identifying	Ready
Campaign	Imaginative	Recognized
Certified	Implement	Regional
Cohesive	Improvements	Requirements
Collaboration	Ingenious	Researching
Collaborative	Initiated	Resolving
Committed	Innovative	Resourceful
Communicate	Insightful	Restructured
Compliance	Inspiring	Resulting
Comprehensive	Instructor	Results
Condensing	Inventive	Revenue
Conducting	Knowledgeable	Safety
Consequential	Leader	Satisfaction
Constructive	Leading	Scholarly
Consultant	Lean	Seasoned
Conventional	Led	Significant
Conveying	Legacy	Simplified
Coordinate	Licensed	Skilled
Coordinator	Maintaining	Solving
Creative	Managed	Specialist
Credentials	Manager	Specializing
Decreased	Monitor	Stewardship
Dedicated	Motivating	Strategic
Deliverables	Numerous	Substantiated
Delivering	Objective	Successfully
Demonstrated	Organizational	Succession
Develop	Original	Supervised
Director	Originating	Supportive
Editor	Partner	Sustainable
Educated	Passion	Sustaining
Effective	Passionate	Teaching
Efficient	Pending	Technical
Engagement	Perform	Technological
Environmentalist	Planning	Tenured
Equivalent	Potential	Timely
Established	Prepared	Training
Exceptional	Presentations	Transformed
Execute	Proactive	Troubleshoot
Executive	Produced	Vice-President
Experienced	Productive	Writer
Expertise	Productivity	

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212 examples of *Empty Words*, *Cliché Words*, and words that have *Insignificant Value* to describe a candidate's experience that should *not* be used in a résumé.

Ace	Fabulous	Obliged	Spiritual
Actual	Fair	Obsessive	Standard
Adaptable	Faithful	Ongoing	Steady
Agreeable	Fast-learner	Open	Strategic-thinker
Amazing	Fertile	Organized	Stunning
Ambitious	Flexible	Oriented	Substantial
Answerable	Fruitful	Original	Success
Astonishing	Gargantuan	Outgoing	Suitable
Astounding	Genius	Outrageous	Superior
Authentic	Genuine	Outstanding	Synergistic
Award-winning	Gifted	Overachiever	Tech-savvy
Awesome	Go-getter	Overpowering	Tenacious
Balanced	Golden-Egg	Overwhelming	Thoughtful
Best	Go-to-Person	People-person	Time-honored
Bizarre	Groovy	Perpetual	Tireless
Booster	Guru	Perseverant	Top-notch
Brilliant	Hand-holding	Personable	Top-performer
Builds-trust	Hard-working	Plentiful	Top-ranked
Business-minded	Harmonious	Positive	Traditional
Capable	Helpful	Practical	Trainable
Charismatic	High-level	Predominant	Transitional
Compelled	Highly-skilled	Premium	Trustworthy
Competent	Highly-talented	Prevailing	Uncomplicated
Connoisseur	Historic	Prevalent	Unconventional
Conscientious	Honest	Productive	Unimaginable
Considerable	Huge	Professional	Unique
Consistent	Hybrid	Profound	Unthinkable
Constant	Immeasurable	Programmatic	Untold
Contemporary	Immense	Progressive	Unusual
Cooperative	Impressive	Proven-track-record	Up-to-date
Credible	Incontrollable	Quality	Useful
Critical	Incredible	Quick-learner	Valuable
Curious	Industrious	Rapport	Versatile
Customary	Informed	Real	Vigorous
Customer-driven	Insider	Realistic	Visionary
Customer-focused	Intelligent	Regular	Well-read
Dazzling	Interpersonal-skills	Relationships	Well-rounded
Decisive	Juggler	Reliable	Well-spoken
Dedicated	Just	Religious	Well-versed
Delightful	Learned	Remarkable	Whiz
Dependable	Long-standing	Resourceful	Widespread
Determined	Loyal	Responsible	Willingness
Diverse	Magician	Savvy	Wizard
Driven	Mammoth	Scrupulous	Wonderful
Dynamic	Meaningful	Self-motivated	Work-ethic
Dynamo	Meticulous	Self-starter	
Eager	Mindboggling	Shark	
Energetic	Modern	Sharp	
Enlightened	Momentous	Shocking	
Enormous	Multi-talented	Social	
Enthusiastic	Multitasking	Solid	
Entrepreneurial	Mystical	Solution-based	
Ethical	Newest	Solution-focused	
Excellent	Newfangled	Sophisticated	
Expected	Noteworthy	Spectacular	
Extraordinary	Novel		

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### 68 Dynamic Action Verbs To Enhance Your Resume

<http://theinterviewguys.com/action-verbs-to-enhance-your-resume>

*Verbs are words that help to describe an action, such as ran, threw, and jumped.*

Career	Tired Verbs	Action Verbs
	Other job seeker's resume and cover letters use these exact same words.  <i>It's okay to leave in a few of the old verbs.</i>	Action verbs are verbs on steroids!  They are words that are not used as often and are a dynamic and powerful way to describe an otherwise normal activity.
Manager	Led, motivated, managed, enforced, organized	Orchestrated, chaired, programmed, operated, spear-headed, collaborated, commissioned, advised, headed, delegated, established
Working with Clients	Talked, supported, dealt	Advocated, fielded, consulted, arbitrated, mediated, informed, resolved, interfaced, updated, unified, motivated, explained, guided, facilitated, clarified, enabled
Corporation Time or Money Saver	Saved, improved	Capitalized, enhanced, expedited, stimulated, maximized, solved, strengthened, settled, reconciled, eased, elevated, negotiated, standardized, influenced, arbitrated, boosted
Innovator	Improved, streamlined, organized	Clarified, integrated, modified, overhauled, redesigned, restructured, transformed, adapted, debugged, regulated, restored, fabricated, remodeled
Communicator	Wrote, spoke, relayed	Composed, corresponded, illustrated, persuaded, lobbied, defined, formulated, synthesized, conveyed, disbursed, publicized, discussed, informed

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Applying the concepts of “Legal Brief Opening Statements” and “Successful Manuscript Writing,” an Opening Sentence, Statement, or Summary should be:

Penetrating, Show What You Intend to Prove, and Be a “Page-turner.”

For a Job Seeker, using my “As a Phrase Summary Formula” in present tense combines an objective and summary in a powerful sentence that sums up everything anyone would want to know about an applicant and it will stand out to a Recruiter, Interviewer or Panel.

This “Magical” sentence Jumps off the page to the reader and should be the first writing in a Cover Letter, Résumé, Marketing Plan, and LinkedIn Summary. Change As a, to I am- it's a 30-Second Speech.

### TIPS FOR THOSE IN TRANSITION

By John B. Goldhamer, [www.JohnGoldhamer.com](http://www.JohnGoldhamer.com)

#### Cover Letter

First Sentence – You want to *catch the attention of the reader* to go further in the document.

If you have experience in the field, start with:

“As a \_\_\_\_\_, with a \_\_\_\_\_ degree, I am proficient in \_\_\_\_\_.” (Action words)

This *Jumps off the page* and in one or two lines tells the reader everything about you.

If you are applying to a new field, you can start with:

“As someone with a passion for \_\_\_\_\_, I can \_\_\_\_\_.”

#### Résumé Tips

Summary – The summary should start with a sentence that *Jumps off the page* and in one or two lines tells the reader everything about you by stating something similar to:

“As a \_\_\_\_\_, with a \_\_\_\_\_ degree, I am proficient in \_\_\_\_\_.” (Action words)

Then list your best Achievement Bullet Points. Depending upon the position, you may list skills, but not more than 6 to 9. If space is a problem do not list skills.

(See *Résumé Tips, Number 8 Empty Words*).

#### Marketing Plan

A Marketing Plan is a one-page document showing the type of jobs you are looking for and with what organizations. *Give it to friends instead of a resume.*

Summary – The Summary should be the same words as your Cover letter and Résumé.

“As a \_\_\_\_\_, with a \_\_\_\_\_ degree, I am proficient in \_\_\_\_\_.” (Action words)

This *Jumps off the page* and in one line tells the reader everything about you.

**“As” at the Beginning of a Sentence is Grammatically Correct** – [www.GrammarGirl.com](http://www.GrammarGirl.com)

<http://www.quickanddirtytips.com/education/grammar/modifying-phrases-at-the-beginning-of-sentences>

“In the phrase “as citizens of China,” the word “as” is a preposition that means “in the role of” or “in the capacity of (1), but the whole phrase acts as an adjective to modify what comes next, in this case “we” (2). I often find myself saying sentences like “As a copy editor, I must correct many mistakes.” Now you try. Just plug in the specifics for your own job: “As a whatever, I do whatever.” A home inspector might say, “As a home inspector, I have to watch out for bats in the attic.”

*So feel free to start a sentence with an “As” phrase*, but just be careful that you put the person that the “as” phrase refers to right after the job name. Notice that in the last sentence I said, “I as a copy editor.” This sentence, although a bit awkward, is correct because “I” is next to the “as” phrase.



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81 Winning Examples by 17 Occupations of the “As a Phrase Summary Formula”- Jumps off the Page

As a Career Coach, with *Education and Experience in all Business Disciplines*, including a J.D. Equivalent Legal Education and extensive Management Experience, I provide the *gift of seeing connections to things that others do not recognize* and the successful communication skills to convey it as *Educational, Entertaining and Empowering*. I am passionate about using my extensive education, experience, expertise to help others. John B. Goldhamer

As an Authored Tax Law Expert, I am prepared to use my Education and Experience in *all Business Disciplines*, including my J.D. Equivalent Legal Education, MBA, Finance and Marketing degrees, Accounting, Information Technology and extensive Management Experience as well as Technology Proficiency to assist a company with accounting, business and tax issues. John B. Goldhamer

As a Seasoned Certified Global Logistics Professional, (CGLP), with an MBA and a B.S. in Business Administration / Marketing, I am proficient in manufacturing and making deliveries across 24 time zones, bringing results and satisfaction to every client. Santa Claus

As a Senior Internet Scammer with a GED, I successfully convince people to provide access to information by managing computers, telephones, and mail using language, logic, and low key pressure. The Grinch

Use this sentence as the first writing in a Cover Letter, Résumé, Marketing Plan or LinkedIn Summary

Change As a, to I am; and it becomes a 30-Second Speech or Elevator Speech

### ACCOUNTANT / AUDITOR / CPA

1. As a Controller of Accounting and Finance and Manager of Information Technology, credentialed as a PMP and former CPA, I perform Monitoring and Strategic Planning and succeed in a variety of industries including; Franchise Operations, Wholesale Distribution, Retail, and Government.
2. As a Former CPA and Controller of Accounting and Finance functions, as well as Manager of Information Technology, Performance Monitoring and Strategic Planning in a variety of industries, I help organizations use performance data to guide strategic planning and process improvement initiatives for change to achieve better outcomes.
3. As a Certified Internal Auditor (CIA), with a Masters in Accountancy and a former CPA candidate, I am proficient in Accounting, Auditing, and Legal compliance, including SOX, as well as implementing the Enterprise Risk Management (ERM) process for the benefit of the company.
4. As a Senior Accountant and a CPA candidate, I am proficient in accounting and technical skills as well as passionate about condensing large amounts of data into appropriate accounts in order help an organization have successful financial performance.
5. As a seasoned Accountant, Banker, and CPA Candidate, “Numbers talk to me” and I translate them by using GAAP procedures, Rules, and my passion for Financial Analysis to build meaningful financial reports and improvement suggestions to banks and other industries.

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6. As a Bilingual Accountant, with a Masters in Accounting, I successfully meet deadlines while demonstrating strong analytical and problem-solving skills to achieve corporate objectives.
7. As a Staff Accountant and Interpreter with B.A. degrees in both Accounting and Japanese Language and Culture, I successfully record, classify, and summarize economic events utilizing GAAP requirements, Excel Spreadsheets, and Google Sheets. I have a passion for accuracy, interpreting economic data, and using the language of accounting.
8. As a Staff Biller / Accountant, with a B.S. in Accounting, and a pending Certificate in Medical Billing and Coding, I successfully record, classify, and summarize economic events, utilizing internal documents, Excel Spreadsheets, and QuickBooks. I have a passion for accuracy and presenting a detailed analysis.
9. As an Accountant and Financial Analyst, with a B.S. in Accounting as well as a pending MBA, I am proficient with strong analytical and problem solving skills relating to accounting and financial functions in order to achieve timely company objectives.
10. As a Director of Accounting and Reporting and CPA, with Six Sigma Green Belt Certification, MBA, and a B.S. in Accounting, I proficiently manage numerous employees relating to company's GAAP requirements, NAIC insurance standards, state statutory accounting and reporting regulations as well as SOX guidelines. I have a passion for inspiring, guiding, coaching, and motivating employee teams toward sustaining compliance with regulators and company goals.
11. As an Accounting Supervisor and Data Analyst, with a B.S. degree and a math minor, as well as six accounting courses and five software courses, I am proficient with strong analytical and problem-solving skills. I condensed large amounts of data into actionable results, and I supervised employees by scheduling their daily assignments and arranged for their training and development. I am passionate about finding outside-the-box solutions to business and data problems, and helping people solve problems.

### **ATTORNEY / J.D. / LAW**

12. As a Legal Assistant with a J.D. legal degree, I draft legal documents including pleadings, motions, interrogatories, affidavits, and memoranda of law by utilizing legal research such as Westlaw and performing client interviews. I also review, maintain, and organize e-Discovery.
13. As a Bilingual Attorney with a J.D. legal degree and a MA in Public and International Affairs I successfully advocate for Spanish-speaking communities and I examine and evaluate the legal and political implications of policies designed to solve public problems. I have a passion for Legal Services in Community Outreach Programs that help Spanish-speaking societies.

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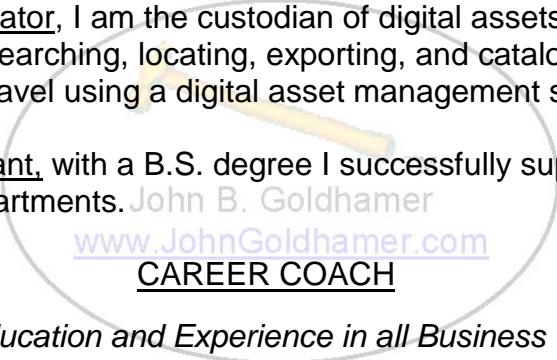
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#### ADMINISTRATIVE ASSISTANT / OFFICE ADMINISTRATOR/ PARALEGAL / SUPPORT

14. As an Office Administrator, with a B.S. in Finance, I support the staff and the company with successful interactions meeting critical goals.
15. As a Legal and Administrative Support Professional, I support the staff with excellent communication skills as well as the technological expertise to help a company run efficiently.
16. As an Administrative Assistant / Paralegal Professional, with experience supporting Information Technology Departments; including originating process and productivity improvements, I can successfully assist and act as Liaison for, IT Directors, IT Managers and Project Managers.
17. As an Administrative Assistant / Paralegal, I support Information Technology Departments; including originating processes and productivity improvements.
18. As a Global Asset Administrator, I am the custodian of digital assets supporting video producers and media data users by researching, locating, exporting, and cataloging digital assets from domestic and international travel using a digital asset management system.
19. As an Administrative Assistant, with a B.S. degree I successfully support administrations in engineering or scientific departments. 
20. As a Career Coach, with *Education and Experience in all Business Disciplines*, including a J.D. Equivalent Legal Education and extensive Management Experience, I provide the *gift of seeing connections to things that others do not recognize* and the successful communication skills to convey it as *Educational, Entertaining and Empowering*. I am passionate about using my extensive education, experience, expertise to help others.
21. As a Career Coach, Project Manager, and IT Professional, with a B.S. in Systems Analysis and a Six Sigma Black Belt certification, I am prepared to use my abilities, skills, and training to develop and coach job seekers by constructing winning resumes with a strong representation of their accomplishments, highlighting strengths, proficiencies, and matching job descriptions. I have a passion for helping people succeed using what I have learned in life.



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### COMMUNICATIONS

22. As an experienced Communications Manager, with a B.S. in Mass Communications, I am proficient in strategic internal and external communications, planning, process development, and I am passionate about translating highly technical terminology into easy-to-understand language.
23. As a proven and award-winning Communicator, with a B.A. degree in journalism and certificate in web application development, I am proficient in editing, researching, and writing; including press releases, news stories, brochures, and standard operating procedures. With many completed projects, I bring diverse communication skills in Public Relations, Marketing, Social Media and Media Relations. I am passionate about telling stories to the public.
24. As a Published Author, with many completed projects I am proficient in a broad range of strategic internal and external communications, planning, process development, and training; bringing a multifaceted skillset complimented by a diverse background to solve communication problems.
25. As a Client Research Technician with a B.S. in Mass Communications, I am proficient in researching, developing, and communicating documents that enlighten the reader’s opinions. I am passionate about helping others and conveying ways to improve their circumstances
26. As a, Experienced Television News Reporter and Anchor with a Bachelor of Arts in Communications, I am proficient with *all types of* Communications, Public Relations, and Marketing. I have a passionate for carefully listening to problems, asking the right questions, and effectively communicating the results, as stories that the public would like to know.

### CUSTOMER RELATIONS

27. As a Customer Relations Manager, with a B.S. in Marketing and a certificate in Management Techniques, as well as years of experience in successful Customer Service Management, I manage administrative personnel and support sales teams through account receivables management, inventory reconciliation, order processing, and contract review. I have developed my interpersonal skills, computer skills, problem solving abilities, including the proficiency to effectively prioritize and accomplish multiple tasks within deadlines. I have a passion for assessing the needs of businesses; from owners to the end users and to effectively communicate solutions and establish trust.
28. As an award-winning Call Center Banker, with a B.A. degree in journalism and a certificate in web application development, I am proficient in analyzing, classifying, and successfully resolving online technical issues; including debit card questions, balance transfers, and commencing domestic wire transfers. I’m passionate about solving problems, training team mates to achieve high customer satisfactions, and writing standard operating procedures.
29. As a Sailing and Sailboat Racing Enthusiast, *sailing analogies carry over well into the business world.* Sailboat racing success is dependent upon the crew working together, similar to team cohesiveness in business. With this quality, I bring collaboration to a support position in finance.

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### FINANCE

30. As a Financial Analyst with a B.A. in Communications, I'm proficient working with cross functional teams to implement formal projects and program management processes, while tracking multi-million dollar budgets, as well as writing Standard Operations Procedures (SOP). I'm passionate about condensing large amounts of data into appropriate accounts helping organizations have successful financial performance.
31. As an Investment Accountant, with a Masters in Accounting, I monitor and analyze investment transactions for Private Equity Funds as well as verify and process related legal fees, management fees, and other expenses appropriate to the fund.
32. As a Corporate Trust Compliance Officer and Trustee, I am proficient in monitoring and analyzing cash flows, investment directions, debt service payments, and Bond document compliance so that the bond accounts run efficiently.
33. As a Director of Business Development - Sales and Solutions, with a B.S. degree, I am licensed to service insurance and investment solutions, but I am prepared to provide Thoughtful Leadership, Insightful Communications, and Added Value for clients through Asset Management, Stewardship, and Strategic Planning thereby improving operational efficiencies.

### HR (HUMAN RESOURCES)

34. As a Senior Human Resources Business Partner, with a B.S. in Business Management and a previous SPHR certification I have a proven record of building strong working relationships with company business partners to deliver high performance teams. I have a passion for leadership involving performance management, staffing, coaching and engaging teams toward meeting company goals, profits and successful succession solutions.
35. As a Senior-level HR Business Partner, with broad leadership experience in telecom, retail, and logistics, I assist any company's Human Resource issues by focusing on recruiting and employee relations, as well as specialize in consulting, retention, benefits, compliance, policy development, diversity and training, investigations, multi-site, transitions, as well as international relations.
36. As a HR Director and Project Director, with a SPHR and PMP credentials, I successfully manage Human Resources with a Project Management approach.
37. As an experienced Human Resources, Operations, and Vendor Manager, I am proficient in development, planning and leading numerous employees to exceed company goals. I have a passion for developing and motivating teams to exceed a variety of objectives. I have received awards for fostering teamwork, and creating a culture that encourages collaboration and ownership.

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### **IT (INFORMATION TECHNOLOGY)**

38. As a Six Sigma Black Belt, PMP Business Analyst, with a MSIS (Master of Science Information Systems), I successfully focus on Business Process Improvement and Cost Savings Situations through Data Analyzing, Extracting, and Interpreting from SAP and other sources and presenting the results with Proficient Technical and non-Technical Writings.
39. As an Information Technology Program Analyst, I am proficient at creating policies, processes and procedures, crisis management, troubleshooting, strategic problem solving or anticipating risk utilizing my communication skills to all levels of an organization and conveying information in a resourceful, forward-thinking style to identify and resolve potential problems.
40. As an accomplished IT / Financial / Procurement Manager, with a B.S. degree and experience in IT Operations, Financial Analysis and Procurement I provide comprehensive expertise in global, multi-site, multi-host, inter-connected environments. I have a passion for delivering solutions aligned with customers' business strategies.
41. As a Senior Business Systems Analyst, Certified Scrum Master, and Web Developer, with a B.A. in Economics and a Certificate in Information Systems, I am proficient in IT and Operations with a unique blend of development and technical expertise. I am also passionate about translating business policies into practical IT solutions.
42. As a Senior Data Modeler, with a Scrum Master Certification and a Master's degree in Human Resources and a B.S. degree Marketing/Management I successfully translate business requirements into conceptual, logical and physical models while fostering partnerships with Business Analysts, Database Administrators, Developers and Data Architects.
43. As a Scrum Product Owner, with a B.S. in Accounting and Information Systems, I actively focus on creating vision, developing stories that convey business requirements, and prioritizing needs so that Agile Development Teams can successfully deliver software products with high value. With a demonstrated track record of working with stakeholders to deliver solutions, I effectively engage with people at all levels of the organization and effectually serve as a liaison between business and technical people. I have a passion for innovation through collaboration.
44. As a Senior MS SQL Database Administrator, with a B.A. degree, I develop and protect the integrity of vital data resources by building and maintaining high performance Windows/MS SQL Server infrastructure. I am passionate about transforming data into information and then into actionable knowledge.

## **Repertoire of Successful Business Sentences That Get Good Results**

By John B. Goldhamer, [www.JohnGoldhamer.com](http://www.JohnGoldhamer.com)

### **“As a Phrase Summary Formula”**

**As a \_\_\_\_\_, with a \_\_\_\_\_ degree, I am proficient in \_\_\_\_\_ ... (Action words)  
OR, I**

**Perform \_\_\_\_, develop and execute \_\_\_\_, support \_\_\_\_, or prepared to \_\_\_\_. I am Passionate about \_\_\_\_**

### **81 Winning Examples by 17 Occupations of the “As a Phrase Summary Formula”- Jumps off the Page**

45. As a SQL Developer / Application Programmer / Application Programmer Analyst, with a Master’s degree in Marketing/Public Relations as well as an A.S. degree in Information Technology, I utilize strong analytical communications skills to solve and model complex business requirements. I use a creative forward thinking style in identifying and troubleshooting to successfully resolve IT issues.
46. As a Software Developer /Software Engineer with a B.S. in Computer Science and a Math Minor, I have the education, experience, and expertise to successfully write computer code to efficiently program websites and accurately display information. I have a passion for accuracy, diligence, and precision.
47. As an IT Intern / Software Engineer, with a pending B.S. in Computer Science and a Math Minor, I successfully use computer software and hardware to troubleshoot, repair, and improve computer code as well as build databases and report
48. As a Data Analyst / Scientist, with a PhD in the quantitative sciences, I proficiently analyze, extract, and interpret data created for both technical and non-technical written reports, as well as oral presentations. I have a passion for using Big Data to guide decision making to create a difference to the real world.
49. As a Data Analyst, with a B.S. in Mathematics and a MS SQL Server Certification (MCP), I proficiently analyze, extract, and interpret data created for Financial and HR reports. I am passionate about transforming data into information and then into actionable knowledge.

### **INVENTORY AND LOGISTICS**

50. As a Senior Inventory and Logistics Specialist, I am proficient with SAP Enterprise Resource Planning System, MS Word, MS Excel; and I am passionate about maintaining accurate inventory and successfully resolving inventory issues.
51. As an experienced Retail Supply Chain Inventory Team Member, with an A.S. degree in Applied Science - General Studies and a future B.S. in Business Administration, I use my production and service level skills to deliver well stocked inventory to enhance the customer experience.

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### MANAGEMENT

52. As a Seasoned Marketing Executive, I develop and execute high impact marketing programs by focusing on strategic thinking, identifying cost savings, reducing operational risks while increasing shareholder's value.
53. As a Sales / Marketing & Operations Manager, with years of experience in relationship sales, marketing, and product development, I am able to assess the needs of the customer or business from owners to the end users, and effectively communicate solutions and establish trust.
54. As a Consumer Product Developer, with a B. E. in Chemical Engineering, and M.S. in Chemistry, I am proficient in managing the new product development process from R&D to Retail.
55. As a Senior Marketing Executive, with an MBA, I manage and develop compelling advertising and marketing strategies that complement overall brand goals and objectives, resulting in significant increase in shareholder value.
56. As a Seasoned Supervisor, I manage 10 or more employees by scheduling their daily assignments, arranging for their training development, establishing employee evaluations, and conducting new employee interviews. I have a passion for hands on operations and helping people solve problems.

### MEDICAL

57. As an experienced Pharmaceutical / Biotech Sales Professional and RN, with a B.S. in Nursing (BSN), I have a passion for helping patients improve through Marketing Medicines, Health Education, or Medical Evaluations.

### NON-PROFIT

58. As an experienced Community and Business Services Program Manager, with a B.S. degree, I successfully develop, plan, and lead operations serving consumers for quality of life agencies, organizations, or programs by inspiring, guiding, motivating team members, volunteers, and stakeholders.



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### **PROJECT MANAGER**

59. As a Project Management Professional (PMP) and ScrumMaster (CSM), I would be excited to work for a local company on any project involving IT or Operations.
60. As an experienced Program Manager and Director, I successfully develop, plan, and lead operations involving consumers for Federal, State, and Private Industry programs.
61. As a Director level position, Senior Product Manager / Process Manager, with a B.S. in Business Management, with a minor in Process Engineering and a LEAN Six Sigma Green Belt, I recruit, develop, and manage a team of Project Managers, Implementation Managers, and Business Analysts; successfully increasing annual revenue.
62. As a Project Management Professional (PMP), with a pending SCRUM Master Certification, Bachelor's degree in Management and Accounting as well as an AAS in Information Technology, I am proficient in full system life cycle project management.
63. As a Project Management Professional (PMP), with a bachelor's in management and accounting and an AAS in Information technology I am proficient in full system life cycle project management.
64. As a versatile Project Management Professional (PMP), with a B.S. in Mechanical Engineering and a Six Sigma Black Belt certification, I execute insight and collaboration to develop creative solutions to business and technical challenges so that they are sustainable; resulting in revenue growth, improved business, and a more efficient manufacturing process.

### **SALES / MARKETING / BRANDING**

65. As a Marketer and Sales Professional, with a B.S. in Communications, I meticulously market to clients, provide excellent customer service and leadership, as well as provide Project Management Organization and on-time deliverables.
66. As a Sales Specialist, with a B.S. in Mass Communications, I use my analytical and listening skills to assist clients to articulate, clarify, and identify their goals followed by my crafting a solution to address their needs followed by presenting a written proposal and finishing by closing the sale.
67. As a Marketing Program Specialist, with a B.S. in Mass Communications and Political Science, I am proficient in developing as well as executing effective Brand Marketing and Sales Strategies. I am also prepared to use my analytical and listening skills to assist clients to articulate, verify and identify their goals followed by my crafting a sales solution.

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68. As a Sales and Business Development Executive, with a B.A. in Business Management, I am adept at building sustainable business relationships with top executives and middle management utilizing my analytical and listening skills to assist clients to articulate their goals as well as effectively communicate solutions and establish trust. I am passionate about developing, launching, and growing new categories and business models.
69. As a Brand Manager, with a BBA in Marketing, I successfully improve Return on Investment (ROI), building brand awareness and creating corporate communications. With a Creative Eye for crafting compelling communications, I reach customers through credible persuasive advertising, trade show displays, social media, and developed websites. I have a passion for improving processes by discovering new ways to make systems more efficient and grow marketing presence through Project Management methodology.

### **SCIENCE / ENGINEERING**

70. As an Environmental Scientist, with strong environmental writing, networking, and organizational skills, I am experienced in regulatory reporting and compliance.
71. As a Food Scientist and Biochemist, with a Ph.D. in Biochemistry and published papers in the field, I have a passion for cooking at the molecular level to determine the effects on proteins.
72. As a Master Brewer and Chemist, with years of experience at a major brewery including production in a 10-barrel pilot brewing and malting facility and experience with Craft Breweries, I direct brewing as a Head Brewer, Instructor, Consultant, or Designer for craft brewery startups.
73. As an Agriculture Specialist, with a B.S. in Business Administration / Agriculture, I am passionate about helping farmers operate more efficiently utilizing Chemicals, Feed, Seed, and Data.
74. As an experienced Procurement Manager, Wholesale Food Sales Representative, and Kitchen Chef, with a B.S. in Hospitality Management and a graduate of the Culinary Institute of America, I successfully purchase or merchandise to regional and national accounts.
75. As a Domestic and International Sales Development and Business Manager, with a B.S. in Chemical Engineering and extensive experience in the Asia Pacific, Latin America and North American markets, I expedite sales of major industrial products and services involving multi-million dollar contracts. With additional experience in management advisory roles, I successfully assist client's international market development, lead business projects and sales development roles across broad markets and product portfolios.
76. As a Recent Graduate with a B.S. in Mechanical Engineering, with a concentration in Nuclear Engineering and minors in Business Administration, Math, and Physics, I am passionate about nuclear energy as well as a proponent of nuclear safety and the environment. I am ready to perform as a nuclear engineer, and preparing to take the F.E. exam.

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### SECURITY

77. As a Security Manager, with experience in personnel, physical, and retail security, I oversee security operations of company headquarters, laboratories, and branches employing numerous employees protecting them against potential loss of life, destruction of property, and environmental damages.
78. As a Senior Fraud Coordinator and Project Manager, with an A.S. Degree in Administration of Justice and a course in Design Thinking, I use my observational skills and training to see trends for fraud prevention and project solutions. I have a passion for successfully investigating fraud and determining business solutions, as well as improving the environment using my articulate, creative, and coaching abilities.

### TRAINOR / TEACHER / INSTRUCTOR / EDUCATOR

79. As a successful Instructional Design and Training Educator, I am passionate about teaching, communicating new techniques, and developing training materials.
80. As a Training Consultant, Coach, and Executive Leader, with a CSM (Certified Scrum Master), MBA and B.S. degree in Accounting, I specialize in Business Literacy, Finance, and Project Management, including Process Improvement and Change Management. With a unique blend of Finance and Accounting experience, as well as Agile Observation Skills, I create, develop, and implement to improve systems and organizations. I have a passion for training, facilitating and assisting others.
81. As a Spanish Instructor, Interpreter, Translator and Cultural Facilitator with a J.D. Legal Degree and a MA in Public and International Affairs, my emphasis is on Latin American affairs, multicultural curricula and community outreach and services and I successively translate medical, legal and technical Spanish.