

# FORMULATING THE PROFESSIONAL SUMMARY

The professional summary is the opening paragraph of a resume and it is both effective and necessary because it gives the employer an indication to what you can offer their company through your unique skill set.

**\*NOTE: Skills listed in this paragraph should represent your unique character & the skills within field you intend to work in. Read job descriptions relative to your major and ensure that anything you do mention is apparent from your job experience, courses taken and leadership, community involvement. E.g. If you are a student athlete and or involved in on-campus organizations then you have developed time-management skills.**

The sample words below will give your resume and personality more substance. It provides the employer with an overview of your skill set functions in comparison to another to another candidate. Begin describing how you show your communication skills by thinking how you use this skill. The list of words below can serve as a guide.

## Action Verbs

Exemplifies  
Demonstrates  
Exhibits  
Signifies  
Displays  
Personifies  
Represents  
Possesses  
Embodies  
Pertains  
Expresses  
Measures  
Leads  
Elicits

## Adjectives

Comprehensive  
Concise  
Vigorous  
Enthusiastic  
Vivacious  
Confident  
Empathetic  
Jubilant  
Approachable  
Competent  
Solicitous  
Proficient  
Experienced  
Meticulous  
Conscientious  
Fastidious  
Astute  
Resourceful  
Innovative  
Discerning  
Professional  
Tactful  
Tenacious

## Key Skill

Leadership  
Communication  
Time Management  
Flexibility  
Creative  
Critical Thinking  
I.T Skills  
Teamwork  
Work Ethic  
Initiative  
Detail Orientated  
Organized  
Punctual

# PROFESSIONAL SUMMARY EXAMPLES

**The Professional Summary can be completed in a 4-5 sentence paragraph or in bullet point format.**

-A highly motivated individual. Flexible team player with leadership qualities and adept critical thinking. Possesses excellent communication skills (verbal & written) with multilingual capabilities. Resourceful & Context-adaptive and has remarkable organizational skills. Proficient in computer software like MS Word, MS Excel, and PowerPoint.

-Tenacious team leader who is results-orientated. Displays strong use of empathy through active listening in a variety of contexts. Delivers concise information when communicating with others. Professionalism personified through appearance, work-ethic and interpersonal relationships.

-Creative and confident character pertaining to vast areas of digital media. Communicates in a jubilant and solicitous manner. Competent using Adobe Photoshop, After Effects and Premiere. Tested time management abilities that co-exist with efficient organization skills.

-Pro-active student athlete who represents themselves in a conscientious manner. Prevalent problem solving skills exemplified through leadership role involvement within multiple environments. Developed interpersonal skills through portraying an approachable nature.

- Vivacious communicator with an approachable personality.
- Demonstrated work-ethic in education sporting contexts.
- Meticulous approach to completing both small and large tasks.
- Maintains composure under-pressure and has the ability to meet tight deadlines.
- Comfortable working individually or as part of a team.
- Resourceful individual who uses their own initiative on a daily-basis.
- Proficient at using Microsoft excel and SPSS.
- Flexible thinker who can operate efficiently within a team-based setting.
- Passionate about self-improvement, characterized by a willingness to learn from others.