



FORMULATING THE PROFESSIONAL SUMMARY



Career Center

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