

Professional Summary Statements

What is a professional summary statement?

A professional summary statement is a short paragraph at the beginning of a resume that highlights a job seeker's professional skills and experience. It gives hiring managers a glimpse into the job seeker's expertise before diving into their resume. The goal of a summary statement is to demonstrate the job seeker's unique value and immediately catch a hiring managers attention. A professional summary should only include pertinent information that is directly related to the position that a job seeker is applying for.

Examples of good professional summaries

Highly motivated 4th-year journalism student with 4 semesters of experience working as Head Editor of my university's newspaper. My passion for editing and copywriting earned me the Jim D. Goodfellow Award for journalistic excellence in the Journalism Department (2020 academic year). Skilled with all Google Workspace products, Office 365, Evernote, and can type 95 words per minute.

- Recent Computer Science graduate (3.8 GPA) seeking to use my backend development experience in an entry-level position. Possess 4 months of internship experience building and testing applications for Android, iOS, and Windows. Skilled with C, C++, Java, JavaScript, Python, and Swift. Independently built a note-taking application that was recently approved by the Apple App Store.
- Senior Customer Service Representative with 7+ years of experience working on and leading a call-center team. Personally handled 90+ sales, tech support, and customer care calls daily, accumulating a 95% customer satisfaction rating to date. 100 WPM typist with a Salesforce CRM certification.
- Executive assistant with 4+ years of experience providing daily executive-level support. High standards for organization led me to introduce inventory supply software (Zoho Inventory) to management in 2018, saving us 5% in operational costs every year. 115 WPM typist, highly proficient with QuickBooks, Zoom, and Google Workspace.
- Recent Marketing graduate with 5 months of internship experience in digital marketing and branding in the fashion industry. Helped launch a branded account on Tik Tok for Michelle Textiles, gaining over 8,000 followers in 4 months. Skilled in growing engagement and staying on top of the latest trends to improve brand growth.
- Sales manager with 8+ years of experience planning, directing, and implementing sales strategies across the Pacific Northwest. In 2021, successfully led a 15-person team during our Spring regional sales campaign and exceeded the business's projected profitability by 35% via the implementation of creative sales strategies and new sales software. CPSP certified, strong written and verbal communication skills, and passionate about team building in the workplace.