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## PROFESSIONAL SUMMARY

These are examples of summary statements for you to use as a template while developing your own. Fill in your information in the **HIGHLIGHTED** areas for guidance:

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### TEMPLATE

A/An “**Job Title**” with “**X amount of years of experience**” in the (**functional knowledge/ Industry**). Key functions/ strengths/ responsibilities include “**Here is where input your specific HARD skills that pertain to your position**”. Special abilities in both (**skill**) and (**skill**). A “**Here is where you put soft skills**” person who is dedicated to (**verb**) and (**verb**) “**Reiterate commitment and/or purpose of the desired job**”.

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### EXAMPLES

A **Certified Public Accountant** with 5-plus-years of experience in the Financial Industry. Proficient in Excel, QuickBooks, and Oracle Peoplesoft Financial for financial analysis with a strong knowledge in both auditing and tax preparation services. A motivated and results-oriented individual who is reliable and dedicated to completing tasks within a given deadline.

Current **Administrative Office Manager**. Versatile, reliable and efficient with 8+ years’ experience supporting managers and executives in high paced environments. Diversified skills include client relations, human resources, recruiting, project management, and administrative support. Excellent phone and digital communication skills.

**Project Manager** with 10+ years’ experience specializing in web production, education publications, public outreach and consumer packaging. Professional, creative, flexible with proven analytical skills. Adept at researching and crafting award-winning marketing campaigns for a wide variety of clients and products.

Experienced **Sales Manager** in the retail industry with strengths in customer service, sales, and negotiations. Proven skills in marketing, advertising, product integration, and promotions. Successful in developing strategies that have resulted in an over 20% increase in new customers. Instrumental in developing an incentives rewards program with a repeat customer success rate of over 45%.

**Architectural Project Coordinator** with over fifteen years of experience. Versatile, bilingual professional with management experience ranging in size from small private projects to full-scale multi-million dollar high profile corporate construction projects. Ability to oversee and manage hundreds of individuals while ensuring timely completion of project deadlines all while remaining on or under budget.



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### EXAMPLES

#### No Experience OR Recent Graduate:

**Engineering Graduate** with leadership training and experience with academic training at the University of Montana. Proven skills in project management, organization, and research with a background in office administration and organization. Able to provide employers with administrative support and professional communication skills.

A multilingual **Registered Nurse Graduate** with 5 years of experience in hospital, sub-acute, and other healthcare settings. Clinical skills combined with a comprehensive knowledge of nursing procedures and a natural ability to communicate and relate to patients quickly from diverse cultural backgrounds. Work effectively with physicians, peers and other healthcare professionals. Committed to delivering quality patient care as a Registered Nurse.

#### Changing Careers:

Proven **IT Specialist** with experience in start-ups as well as established operations leveraging expertise in organization, computer networking, and problem-solving to provide exceptional user support and assistance in resolving conflicts. Experience includes managing sensitive materials and providing after-hours support for clients.