

Writing a Professional Summary

What is a Professional Summary?

A professional summary is an optional section at the top of your resume that highlights your relevant skills and experience for the reader. It summarizes your experience in a succinct way and can help them understand your experience as it relates to their position and organization.

How is an Objective Different from a Professional Summary?

An objective statement has become generally outdated on a resume, which is why a professional summary is what we recommend. An objective statement typically says something like: "To obtain [position] with [company] and contribute to your organization." Since the space on your resume is limited, a professional summary can better highlight your relevant skills and experiences for the reader.

Tips for Writing a Strong Professional Summary

- Include relevant education and work experiences
- Keep it short, no more than 5-6 lines of text
- Start each statement with a strong action verb
- Omit using the words "my" or "I"
- Add quantifiable information (2+ years of experience, \$1000 budget, 6-months, team of 4-10, etc.)
- Avoid listing vague qualities about yourself – focus on your provable skills
- Align your summary to include the most important skills/experience on the job or internship description

Sample Professional Summaries

- Business marketing student with strengths in understanding consumer behaviors and providing marketing recommendations based on market research data. Strengths include quantitative analysis, strong interpersonal skills, and attentiveness to detail.
- Social media coordinator with 6+ years of experience in digital media and entertainment industries. Professional highlights include Master's degree in Communication Management and coordinating a 6-month social media campaign that resulted in 6,000 new email subscribers. Skilled in using Snapchat, Facebook, and Instagram to generate interest and promote products.
- Art History graduate student with research and curatorial experience focused on 20th century Latinx paintings and sculpture. Recognized by faculty for innovative research topics and recipient of the 2019 department award for outstanding thesis research. Ability to successfully curate art gallery exhibits while managing limited budgets and available resources. Fluent in Spanish.
- Current Healthcare Management graduate student with 4+ years of experience in healthcare and customer service industries. Strengths include client relations, research methods, and team collaboration. Consistently recognized by supervisors and faculty for outstanding critical thinking and writing skills.

