



Alumni

Professional Summary Examples

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PROFESSIONAL SUMMARY EXAMPLES

The first page of a resume is so important because a recruiter typically only spends about six seconds reviewing it before deciding to move on to the next candidate! This means that the first half page of your resume needs to grab their attention and show that you have the skills and experience for the job. Objective statements are outdated and unpopular with hiring decision-makers. Consider adding a branding statement or professional summary, following your contact information.

Branding Statement

A branding statement is a short, catchy statement that highlights your most relevant skills and expertise in about 15 words or less. It is an ad-like statement that tells hiring managers immediately what you'll bring to the table. Look at others in your field and think about what knowledge, skills, or abilities you possess that differentiates you from them. Craft your statement to your target audience that you are trying to attract.

Example:

PROJECT MANAGER

Delivering excellence in operations management, design implementation, and strategic, collaborative problem-solving to the industrial construction industry.

Professional Summary

A professional summary includes three to four lines providing an overview of industry knowledge, accomplishments, and the breadth of experience you have to offer. Summarize what you do, how you do it, and what makes the way you do it uniquely. Hook the reader by creating a statement that will leave an impression and entices recruiters to continue reading.

Here is a formula to use when crafting a professional summary:

Sentence 1: *Highly + (strong, relevant adjective) + (strong, relevant adjective) + (functional title) + whose areas of expertise includes + (three core strengths).*

Sentence 2: *Proven ability to + (personal value proposition).*

Sentence 3: *Executed (or other power verb) + (power statement).*

Examples:

1. PROFESSIONAL SUMMARY

A recent graduate of a top university skilled in managing multiple projects, meeting deadlines, and resolving issues before escalation. Thorough working knowledge of office management and procedures and MS Office applications. Consistently recognized for proven capability in office administration, record keeping, preparing reports, and performing customer-oriented tasks.

2. ADMINISTRATIVE ASSISTANT

An accomplished, results-oriented business management professional offering 6+ years of high-level administrative support in both non-profit and government organizations. Skilled in managing multiple projects, meeting deadlines, and resolving issues prior to escalation. Thorough working knowledge of office management and procedures and MS Office applications. Consistently recognized for proven capability in office administration, record keeping, preparing reports, and performing customer-oriented tasks.

3. MECHANICAL ENGINEERING

Motivated and detail-oriented recent mechanical engineering graduate with a hands-on approach to tackling projects and accomplishing goals. Fluent in several different design applications, including AutoCAD and SolidWorks. Familiar with CNC machining, injection molding, and 3D printing.

4. PROJECT MANAGER

An accomplished, results-oriented Senior Project Manager with 20 years of experience directing large-scale projects. Strong understanding of database technologies, software development, web-based application design, object-oriented programming, and advanced mobile development. Recognized for ability to identify, design, and deploy innovative technologies that result in improved systems, increased production, and decreased expenses.

5. General Manager and versatile leader who has led organizations, with over 1,500 employees, in the information technology industry. Combines marketing and sales strategy to double market share and profitability in South America consistently. Led strategic initiatives including mergers, change management, process improvement and policy development.

6. SUMMARY

Accomplished marketing strategy consultant with extensive experience developing overall vision, business framework and high-level marketing plans for global technology companies within North America and Europe. Strong command of the consulting process, including client requirement documentation, assessment, developing complex project plans and presenting results. Committed to delivering quality solutions and exceeding client expectations.

Areas of expertise:

- Technology Implementation • Corporate Strategy • Marketing Communications*
- Product Development and Operations • Business and Market Analysis*

UCF Alumni Professional Engagement

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