

## SUMMARY OF QUALIFICATIONS

Your Professional Summary is the 1<sup>st</sup> thing employers will read in your resume and it needs to exemplify your professional qualifications for **each** position you are applying for. Not quite sure how to express your qualifications? The following are examples of qualifications that can be used in the summary section of your resume

FOR EXAMPLE:

### SUMMARY

- Three years experience as an Executive Assistant supporting A level administration
- Excellent customer service, organization and ability to handle multiple projects simultaneously
- Independent worker with supervisory experience- ability to make decisions, problem solve and handle customer complaints to resolution autonomously.

### Competency

- Experienced in a variety of office settings
- Five years experience in .....
- Proficient in the use of numerous software systems: MS Office Suite 2007, Adobe Creative Suite; familiar with both PC Windows and OS Mac operating systems.
- Knowledgeable in a variety of proprietary database systems
- Competent in .....
- Extensive knowledge in contract, admiralty, real estate, and business law acumen and document creation

### Motivation

- Sincere commitment to professional growth in the field
- Self motivated and confident in making independent decisions
- Committed to professional excellence
- Results oriented
- Sharp, innovative, quick learner; proven ability to adapt quickly to a challenge
- Committed to producing results above and beyond what's expected: consistently exceeded sales objectives by 20-30%
- Self motivated, creative professional; able to work independently and also coordinate with others
- Able to work independently and as a cooperative team member
- Commitment to professional development-consistently seek out opportunities to keep skills and qualifications honed for best professional practices in \_\_\_\_\_industry
- Special strength in promoting an atmosphere of professionalism

### Sales

- Strong product knowledge and persuasive abilities
- Ambitious, goal and profit oriented
- Record of high profitability in sales and marketing promotions- give dollar amounts\$, % percents, etc...
- Solid understanding of marketing and sales strategies
- Effective in delivering presentations that generate new business partnerships

### Communication and Personality

- Communicate well with business professionals, easily establishing rapport and gaining client confidence
- Excellent communication skills
- Successful in maintaining rapport with customers, coworkers, team members, etc
- Outstanding people skills: sensitive in assessing needs
- Personable and persuasive in communicating creatively with customers from all cultures and economic levels
- Skilled in interpersonal relations

### Multi-tasking and meeting deadlines

- Able to complete complex assignments on tight deadlines
- Versatile and able to handle a variety of tasks

### Organization

- Extremely well organized; follow through to the last detail
- Strong organizational skills; attention to detail

### Discretion

- Proven ability to respond immediately and confidently in emergencies
- Ability to handle sensitive populations in a professional and concerned manner

### Needs assessment

- Special talent for identifying clients needs and presenting effective solutions

### Languages

- Fluency in .....
- Bilingual .....
- ASL certified

### Not categorized

- Excellent counseling and motivational interviewing skills
- Ability to address co-occurring mental health issues
- Excellent knowledge of community resources to address individual client needs