



Examples of Resume Professional Summaries

Skills Knowledgeable in Microsoft Office
Excellent at providing friendly service and help
Enthusiastic team player experienced in motivating others to accomplish a goal
Strong writing and communication skills
Ability to handle sensitive information effectively

Qualifications Summary

Experienced case manager who excels at relationship building. Knowledgeable in providing friendly, thorough customer service to clients, families and fellow professionals. Skilled at problem solving and conflict resolution, and able to help encourage teamwork. Able to network with public organizations and businesses to create successful partnerships. Adept at handling confidential and/or sensitive information.

Highlight of Qualifications

- Proficient in Microsoft Office
 - Ability to handle confidential or sensitive information
 - Strong written and verbal communication skills
 - Ability to work independently or with a team
 - Excellent problem solving, time management and organizational skills
 - Outstanding customer service and phone skills
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Skills Summary

- Proactive problem solver who is good at thinking “out of the box”
 - Proven team player who works well alone, with little or no supervision, or as part of a group
 - Persuasive communicator with strong listening, writing, and verbal skills
 - Proven customer service professional with a desire to help others as a patient advocate
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Professional Profile

Highly accomplished paralegal with two years of progressive legal experience demonstrating outstanding solution finding, client service, and team building skills, with a proven record of delivering high-quality work with quick turnaround time.

Job Skills Inventory

The following is a sample list of skills found in a cross section of careers. Circle every skill that applies to you. Jot down examples of situations in your working life that demonstrate this skill. Then try to incorporate these skills into your resume and/or cover letter. Good Luck!

administering programs	planning agendas/meetings	updating files
advising people	planning organizational needs	setting up demonstrations
analyzing data	predicting futures	sketching charts or diagrams
assembling apparatus	rehabilitating people	writing reports
auditing financial reports	organizing tasks	writing for publication
budgeting expenses	prioritizing work	expressing feelings
calculating numerical data	creating new ideas	checking for accuracy
finding information	meeting people	classifying records
handling complaints	evaluating programs	coaching individuals
handling detail work	editing work	collecting money
imagining new solutions	tolerating interruptions	compiling statistics
interpreting languages	confronting other people	inventing new ideas
dispensing information	constructing buildings	proposing ideas
adapting new procedures	coping with deadlines	investigating problems
negotiating/arbitrating conflicts	promoting events	locating missing information
speaking to the public	raising funds	dramatizing ideas
writing letters/papers/proposals	questioning others	estimating physical space
reading volumes of material	being thorough	organizing files
remembering information	coordinating schedules/times	managing people
interviewing prospective employees	running meetings	selling products
listening to others	supervising employees	teaching/instructing/training individuals
relating to the public	enduring long hours	inspecting physical objects
entertaining people	displaying artistic ideas	distributing products
deciding uses of money	managing an organization	delegating responsibility
measuring boundaries	serving individuals	mediating between people
counseling/consulting people	motivating others	persuading others
operating equipment	reporting information	summarizing information
supporting others	encouraging others	delegating responsibilities
determining a problem	defining a problem	comparing results
screening telephone calls	maintaining accurate	drafting reports

	records	
collaborating ideas	administering medication	comprehending ideas
overseeing operations	motivating others	generating accounts
teaching/instructing/training individuals	thinking in a logical manner	making decisions
becoming actively involved	defining performance standards	resolving conflicts
analyzing problems	recommending courses of action	selling ideas
preparing written communications	expressing ideas orally to individuals or groups	conducting interviews
performing numeric analysis	conducting meetings	setting priorities
setting work/committee goals	developing plans for projects	gathering information
taking personal responsibility	thinking of creative ideas	providing discipline when necessary
maintaining a high level of activity	enforcing rules and regulations	meeting new people
developing a climate of enthusiasm, teamwork, and cooperation	interacting with people at different levels	picking out important information
creating meaningful and challenging work	taking independent action	skillfully applying professional knowledge
maintaining emotional control under stress	knowledge of concepts and principles	providing customers with service
knowledge of community/government affairs		