

The “Profile Summary”

A profile summary is a 3-5 sentence narrative that describes who you are professionally. It goes underneath your header/contact information of your resumé. You should start with your brand, then highlight hard skills such as specific knowledge and abilities before moving to your soft skills (ex. teamwork and communication). End with your professional reputation, such as what you are known for.



Sample Profile Summaries

1. Psychology major, criminal justice and leadership minor who is devoted, perceptive, and insightful, striving to progress in the field of mental health while gaining experience and building community. Trained in working with individuals with serious and persistent mental illness as well as intake procedures. Known for being a team player with unique thoughts and contributions who always brings a smile and fresh attitude to the day.
2. An enthusiastic, highly motivated, and committed teacher with International teaching experience across multiple grade levels. Passionate about teaching English Language Learners the skills necessary to acquire the English language, while valuing their native language, and encouraging them in their journey to bilingualism. Recognized for being selfless with time and love for students. Appreciated by colleagues for creating a safe place for students through kindness, warmth and calmness.
3. Biology major with a strong work ethic and a drive for excellence. Strong interest and passion for genetics and goals of going into genetic counseling. Recognized as being kind and compassionate towards others, nurturing, and able to step up to complete tasks with precision. Always looking to gain new experiences and knowledge from peers and mentors.
4. Business Intelligence and Computer Science student who is communicative, gracious, and driven, looking to bring excellence to the Data Analytics field. Skilled in Microsoft Office Suite and computer programming for efficiency in data analysis. Recognized as a collaborative teammate and active learner who continually shares innovative ideas for advancement and growth.
5. A motivated and hard-working Environmental Biology major looking to enhance communication skills and leadership capabilities through working with others and the environment. A fast learner and willing to do any task assigned with dedication and understanding. Known for having a strong work ethic and drive for success in a multitude of environments.
6. Dedicated, passionate, and knowledgeable Business Management student with a strong understanding of the importance of teamwork, relationship building and customer service. Committed to enhancing company success by maintaining positive relationships with customers. Recognized by professionals as both detail and goal-oriented with a drive to maximize company productivity.