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## Do you need a professional summary on your resume 2024

You've got the basics down; now you're ready to take inspiration from these 30 professional resume summary examples across different professions. As you check them out, keep our key formula in mind. Before you know it, you'll have a starting point for your own incredible summary. We begin many of these with a quick list of key points in the job description, so you can see how each summary is carefully customized to the role. Accountant job description key points: Adept at creating and managing financial documents. Maintaining ledger entries and monthly budgets. Detailed error checking and problem-solving. Auditing and document collection. Mentorship and training skills. Accountant resume summary: The applicant's ambitious yet matter-of-fact personality is evident in a way that reinforces their desire to take an active leadership role in the accounting field. The solid metrics of a CPA certification and an improvement percentage also quantify the applicant's selling points. And lastly, the focus is on more advanced skills instead of entry-level basics. Need more help? Our accountant resume guide and accountant cover letter examples have you covered from top to bottom. Attorney job description key points: Adept with communication and navigating client consultations. Familiarity with litigation and a strong ability to adapt to changing legislation. Strategic, analytical thinking, and strong ethical problem-solving skills. Preparing, customizing, and checking legal documents. Forewarning clients of potential obstacles and helping them understand their options. Attorney resume summary: The candidate immediately demonstrates an ambitious personality alongside a quantifiable accomplishment. Next, the more in-depth set of abilities highlights a well-rounded approach to legal success—ending on a strong note with specific examples of how they'll benefit the law firm. If you need more guidance on your attorney resume or attorney cover letter, we can show you the way regardless of your experience level. Business analyst job description key points: Analytical and quick, adaptive thinking patterns. Basic IT abilities in Microsoft Excel, SQL, Google Sheets, and Agile Development. Superior communication and interpersonal/soft skills. Meticulous attention to detail with an ability to deliver precise reports/data and advice. Business analyst resume summary: The formula is all here—personality with a spotlight on skills that apply directly to the job position—and the applicant dives right into measurable achievements. While technical skills are touched upon, broader qualifications and personal traits that mesh with the company take the spotlight. Take your career documents to the next level with comprehensive guidance on your business analyst resume and business analyst cover letter. Customer service job description key points: Impeccable communication, critical thinking, and conflict resolution skills. Flexibility, adaptability, and reliability. Task organization and prioritization. Personable and an affinity for welcoming customers/patrons. Basic technical/computer skills while monitoring metrics and applying them to better meet company goals. Customer service resume summary: This summary would be ideal for a candidate looking to progress to a more managerial customer service role since it offers quantifiable results alongside a strong demonstration of a go-getter personality. The applicant also included their experience alongside relevant skills, finally tying everything in with the specific company's goals. If you're building a resume for the first time, glancing through our customer service resume guide will steer you in the right direction before you transition to your customer service cover letter. Data analyst job description key points: Analytical and strategizing skills. Strong ability to identify trends and problems quickly. Organization, planning, and communication. Collaborative and team-based abilities. Technical database management and basic understanding of key languages like Python and Oracle. Data analyst resume summary: A data analyst's job is highly technical, so it's ideal to dive right into metrics and list several hard skills in your summary. While you can still find personality traits and evidence of soft skills in a team setting, this summary is more focused on measurable, results-driven improvements that the applicant can provide. You're in good hands (this is not a plug for Allstate, by the way) with our data analyst resume guide if you need some solid examples. Chances are you'll need a data analyst cover letter to go with your resume; we've got that handled, too. Data engineer job description key points: Technical skills like database and development programming languages. Strong ability to develop, optimize, and maintain database software. Attention to detail, problem-solving, and communication skills. Advanced understanding of data pipelines and infrastructures. Adaptive ability to support stakeholders and executive teams' data infrastructure needs. Data engineer resume summary: As a data engineer, this applicant emphasizes leadership qualities, showing a desire for advancement with metrics to corroborate previous accomplishments. You can also see technical skills presented strategically to demonstrate the applicant's skills in light of the job description. Start your data engineer resume with the right resume template that speaks to you and your dream role. Besides a resume summary, know what else requires good writing? Yeah, your data engineer cover letter. Data scientist job description key points: Second-nature understanding of the Scientific Method and algorithms. Advanced ability to organize unstructured data and information. Clear communication alongside translating large volumes of data into easily-comprehensible business insights. Improve data quality and streamline/implement pricing models. Integrate stakeholder input and collaborate on constant, adaptable business model improvements. Data scientist resume summary: This applicant demonstrates a driven personality with a highly analytical mindset and scientific background. You also get a realistic idea of how they'll use their skills to produce quantifiable results—and benefit the company. Looking for more resources? We can help you with the entirety of your data scientist resume and help you understand the nuances of writing a data scientist cover letter. Graphic designer job description key points: Attention to detail and a solid understanding of design theory for both print and digital applications (colors, typography, shapes, composition, etc.). Technical expertise with digital illustration/editing programs. Understanding of marketing strategy, advertising techniques, and social media. Excellent communication with clients and team members. Graphic designer resume summary: The candidate's bright personality shines here, quite impactful for a creative field when backed by quantifiable examples of success. Teamwork abilities and experience with digital marketing also take center stage, demonstrating a balance between creativity and organized planning. Choose a well-designed resume template for your graphic designer resume, and find a matching template to boost your confidence when it comes to your graphic designer cover letter, too. Human resources (HR) job description key points: A knack for facilitating communication between peers and departments. Ability to update company policies, benefits, employee records, and payroll. Proactivity when it comes to helping employees understand company policies. Performance reviews, conflict resolution, de-escalation, and corrective action. Assist with managing meetings and fostering employee communication and trust. Human resources (HR) resume summary: Soft skills are important in HR, especially when addressing sensitive topics, so this applicant's focus on the personal side of company policies is wise. Even so, they still supply a strong metric for previous success and specify how their traits would fit the job position. Don't miss our complete HR cover letter guide, and we share what works and what doesn't on the rest of your human resources (HR) resume. Nursing job description key points: Fast, effective communication and task implementation. Collect patient data such as medical history, current conditions/medications, and updates. Critical thinking and decision-making abilities regarding when to treat patients vs. when to consult doctors/supervisors for guidance. Organizational skills and ability to interpret patients' information, adhere to treatment plans, adjust treatment plans as needed, and administer medications. Tactfully and kindly discuss care options with patients and families. Nursing resume summary: This candidate's caring, clear-headed personality shines, and they provide an empirical metric for their experience. Additionally, you can easily find specific examples of crucial skills that will help them perform efficiently in any fast-paced nursing position. The roles are endless when it comes to the medical field, so make sure you're on the right track with your nursing resume as well as when it comes to writing your nurse cover letter. Operations manager job description key points: Excellent leadership and administrative capabilities. Analytical thinking and organizational skills. Ability to manage communication and efficiency among departments. Adept at hiring, training, and optimizing schedules for employees. Oversee/analyze production methods, performance, quality assurance, and related data, relying on Salesforce and Tableau. Operations manager resume summary: The applicant's focused and driven personality is evident in the way they immediately showcase their lengthy experience and various aspects of their managerial prowess! You also see a success metric right away alongside technical skills aligned with the job description. Your operations manager resume is sure to shine when you consider our top resume tips; then, you'll be primed to write your operations manager cover letter. Project manager job description key points: Strong ability to analyze product quality from manufacturing to end-of-life. Firm understanding of company goals and the ability to align products with those goals. Superior communication and collaboration among cross-functional teams. Skillfully interpreting data from Google Analytics and various other sources, leveraging it for improved production/distribution strategies. Ability to analyze KPIs and identify areas for improvement. Product manager resume summary: As with any management-focused job description, the emphasis on strategizing and collaborative analysis here are ideal—and the technical skills balance out the interpersonal abilities well. The quantifiable improvement in feedback also strengthens this summary! Our product manager resume guide will ensure your resume is in tip-top shape from resume summary to resume format. If you're resume's already a success, don't forget about your product manager cover letter. Program manager job description key points: Planning, initiating, and implementing plans to achieve company goals and complete project portfolios. Excellent management, leadership, and communication. Proactively motivate a team to carry out program activities. Budgeting, organizational, and strategy-building skills. Ability to analyze metrics of program success, such as KPIs and satisfaction rates, to identify areas for improvement. Program manager resume summary: Talk about detail! We can see several metrics here coupled with an energetic and goal-oriented personality. Additionally, these metrics and traits skillfully imply the exact set of abilities this job position requests. Sail through the rest of your program manager resume, and don't forget to check it against our AI-powered resume tool before you draft the perfect program manager cover letter. Project manager job description key points: Excellent team management skills and a strong ability to facilitate collaboration and team cohesion. Creativity and adaptability in project planning, budgeting, and implementation. Ability to bridge the gap between project teams and company executives or clients to provide updates and results. Project organization, time management, and attention to codes and policy compliance. Skillful preparation and management of briefing materials, progress tracking, and reports/reviews that can be leveraged for future improvements. Project manager resume summary: This job role is all about results, so leading with personality traits and metrics that support the candidate's ability to yield these results is ideal. Accentuating what the applicant can offer this particular company is also a great move! PMS, we see you! Peruse our project manager resume examples for support and inspiration, and sail through your project manager cover letter, too. Recruiter job description key points: Excellent soft skills, including strategic communication. Ability to foster positive relationships with both applicants and staffing agents while managing client and candidate expectations. Ability to gather information and quickly assess candidates. Efficiency under pressure when working with high-priority or time-sensitive hires. Strong ability to gauge talent/potential during interviews. Develop/update job descriptions, requirements, proposed pay, and benefit plans. Recruiter resume summary: This summary concisely highlights the blend of personality traits and interpersonal skills that this applicant offers. The candidate still supplies a quantifiable example of their success and relevance, too. You know all about the job hunt, but we get that you need help with your recruiter resume, too. When it comes to writing a resume or your recruiter cover letter, we'll share all we know. Sales job description key points: Effective communication, persuasion, negotiation, and people-reading skills. Ability to answer/field questions or find information quickly. Time management and organization skills. Preparing sales contracts, reports, and presentations. Following up to ensure customer satisfaction, obtain payments, or promote new plans, services, or products. Understanding and furthering company programs and specific sales objectives. Sales resume summary: You can witness plenty of beneficial personality traits here! Plus, the candidate's experience is evident in the skills they highlight—and they specifically speak to the value they'll offer the company. Sell your career documents and snag your dream role with our resources for your sales resume and sales cover letter. Scrum Master job description key points: Excellent ability to lead, communicate, and collaborate with a team to meet goals while maintaining Scrum values. Thorough understanding of Agile frameworks and ability to coach teammates in Agile. Adaptability in fixing errors and problem-solving with strong recovery skills to keep the focus on sprint goals. Use metrics and stakeholder/team feedback to ensure optimal product quality. Organization, coordination, and task prioritization. Scrum Master resume summary: We clearly see experience, educational, and technical qualifications here. Personality shines through while demonstrating a clear understanding of the job role and, of course, everything ties in with the target company at the end. Scrum Masters, we know you appreciate a logical and organized approach, so start by exploring our resume examples and diving into what works on the best Scrum Master resumes. We can also teach you how to tackle your Scrum Master cover letter with ease. Social media job description key points: Familiarity with social media platforms like Instagram, Facebook, and Twitter, and the ability to maintain responsiveness on all channels. Quick adaptability to changing social media/market trends and current events. Adept at monitoring KPIs, SEO performance, and other metrics and assessing the effectiveness and potential improvements. Ability to collaboratively plan and implement campaigns by creating, posting, and managing original content with the use of Hootsuite. Social media manager resume summary: It's all there—experience, an ambitious, confident personality, credibility-boosting metrics, and highly relevant skills. The applicant also provides compelling insight regarding their approach to the company's success. As a social media guru, you have an eye for details, which is why you'll appreciate our free and creative Word resume templates as you finish building your social media manager resume and writing your social media manager cover letter. Software engineer job description key points: Engineering-focused educational background in math or computer science. Technical experience with tools like C++, Java, Unix, database and cloud storage, etc. Strong ability to navigate, explain, and lead the entire software development lifecycle. Solid understanding of the best software engineering practices with a focus on scalability, quick problem-solving, and information management. Application infrastructure and design skills that mesh well with speed/optimization. Software engineer resume summary: There's tons of personality here along with strong metrics that demonstrate the applicant's skills. And while there's a clear mention of technical skills, the strategic thinking of an engineer takes the spotlight, showcasing the ability to expertly handle advanced roles. If your software engineer resume needs a facelift, consider one of our free resume templates. Remember that your software engineer cover letter can make a great first impression. Teacher job description key points: Supervisory and communication skills with the ability to process student feedback and customize lesson plans. Ability to maintain leadership of the room and engage students with lessons. Planning and preparing lessons, assignments, and educational materials. Updating grades frequently, providing thoughtful feedback, and modifying work for struggling students. Provide insight, advice, and encouragement regarding students' future career paths. Teacher resume summary: The conversational yet professional tone is ideal for a teacher delineating a diverse and adaptable skillset and backing it up with a quantifiable metric. The applicant's best traits practically demonstrate themselves! Along with your teacher resume, your teacher cover letter should also be top of mind. All resumes should include a few essential elements: your education, work experience, skills, and, of course, your contact information. You might also list any awards or honors you've received, certifications you've earned, or special products you've worked on. Trending SearchesSEARCH ALL JOBS For years, many career experts advised job-seekers to also include a resume objective. But, these days in such a competitive job market, this section is actually considered outdated, says Jessica Sweet, owner of Wishingwell Coaching. "The world of work today is really about understanding what you can do for the employer, and that's what they want to see," especially as hiring managers are looking through dozens (if not more) resumes for each open position, she explains. Below, get your overview of what a resume objective is, why you should rethink using one, and what's better to include instead. As the name suggests, a resume objective tells a hiring manager what your goal is—usually to find a job. Sweet says an objective statement typically goes at the top of your resume describing what you're looking for in a new role or for the next phase of your career. Consider these traditional resume objective examples: To obtain a position as a marketing coordinator with [insert name of company here] To use my analytical skills to obtain a position as a financial analyst. An objective statement, which is typically two to three sentences, differs from a professional summary, which is lengthier. Sweet says a professional summary describes some of your work history, skills, and qualifications. Still need more convincing that you should delete the objective from your resume? Let's get into it: When you think about it, an objective statement is redundant. You're applying for a job, so it should be clear what your objective is. Beyond that, they don't give hiring managers any new or useful information about you. They also take up some of the most valuable real estate on the first document a recruiter or hiring manager sees—a document that often determines whether or not you'll move forward and get an interview. If it's not useful or informative, what is it doing on your resume? Hence, it's best removed. Objective statements are entirely focused on you: what you want the reader to do for you or what you expect to get out of the relationship. Frankly, a potential employer wants to read a resume and envision what you can do for them, not the other way around. "They're looking quickly at hundreds, sometimes thousands, of resumes, and they want to understand, 'Is this the right person for the role?'" Sweet says. "An objective statement is here's what I, the job seeker, am looking to do. They're not on the same wavelength." Even if you're a perfect candidate, the self-serving nature of a resume objective can leave a bad first impression. The resume objective is an older resume trend, so using one could unintentionally date you. Those one or two lines could even put you at risk for age discrimination. Leaving it on your resume might also make you seem like you're not with it when it comes to the current job environment. Potential employers might assume that your skills and experience are also not current. It could also signal that you haven't revamped your resume in a while, giving the impression that you didn't put much effort into your application. None of these perceptions are helpful in your quest to get hired, so it's better for everyone if you say goodbye to your resume objective once and for all. Hiring managers will spend the bulk of their time scanning the top third of your resume, so it's important to start with something compelling and eye-catching. There are a few more modern and effective alternatives to the resume objective that you should consider. Instead of a resume objective, Sweet suggests using a summary statement. Whereas an objective statement tells the hiring manager what you hope to get, a summary statement tells them who you are and what you can do. Use the first section of your resume to highlight accomplishments, relevant skills, experience, expertise, and other credentials that demonstrate your value as a candidate. Think of it as an elevator pitch to kick off your resume. A summary statement should be very specific to the job you're applying for, Sweet says. You should identify and state your value proposition to your potential employer, which is really what they're looking for these days. So, how can you turn your self-focused objective statement into a summary that'll make a potential employer eager to hear more? Here's an example if you're a teacher looking for a job teaching middle school history, geography, or social studies: Accomplished and enthusiastic teacher with nearly 10 years of experience in elementary and middle schools. Versatile background includes teaching history, geography, English, and social studies while supporting student growth and development using age-appropriate learning tools. Calm and flexible attitude creates an atmosphere that encourages student learning, innovation, and imagination. Recognized for fostering inclusive classrooms where all students are welcomed and supported. Sweet suggests including metrics showcasing your success in previous roles. Here's another example: Social media manager with skills in content creation, video production, analytics, and social listening. Creative, organized, and always up-to-date on the latest social media trends and platform changes. Ability to generate unique, tailored ideas to grow social media engagement and reach. Responsible for growing a small business' Instagram traffic by 20% and attracting 1,000 new followers every month. This can be a really useful tool on your resume because you can include keywords or phrases that are specific to the job description, company, or industry and draw the reader's attention to them. It's also a great opportunity to highlight your talents and expertise in an easy-to-read format right off the bat. If you use a skills table, it's best to include hard skills that can be quantified and objectively demonstrated, as opposed to soft skills. Using the example of a teacher above, a skills table placed directly below your name and contact info might look something like this: The skills table approach makes it easy to add, remove, or swap out relevant keywords on your resume without necessarily reworking full sentences in your experience section. This way, you can seamlessly tailor your resume for different positions. Remember that you can also choose to use both a summary and a skills table if you think that's the best way to sell yourself as a candidate. There's no rule that says you must have an intro statement on your resume. If your professional history is straightforward and makes you a clear fit for the role, you may want to dive right into your work experience the way chronological resumes often do. At the end of the day, you only have so much space on your resume, and you want everything you include to serve a purpose. Ultimately, Sweet says, "Do whatever you can to stand out." Thankfully, there are a few different ways you can do justice to your skills and expertise on your resume. So, ditch the objective statement and go with something that will actually help you reach your objective and land that job! Erica Sweeney contributed to the latest version of this article. The Motorsport Images Collections captures events from 1895 to today's most recent coverage. Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of Editors' Picks. Browse Editors' FavoritesExperience AI-Powered CreativityThe Motorsport Images Collections captures events from 1895 to today's most recent coverage. Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of Editors' Picks. Browse Editors' FavoritesExperience AI-Powered Creativity