

## Creating a Summary/Profile

### **SUMMARY/PROFILE VS. OBJECTIVE**

In the past, most resumes would include an “Objective” at the top of a resume. However, in recent years “Objectives” are now regarded as either being too limiting to an applicant, or not very detailed. As a result, a “Summary” or a “Profile” statement is utilized on a resume instead of an “Objective.” A “Summary” or a “Profile” enables an applicant to better describe at the top of their resume what makes them stand out as a candidate. The “Summary” or “Profile” section of the resume is an optional resume section, but can be very beneficial in grabbing the resume reviewer’s attention right away.

### **PURPOSE**

The purpose of a summary or profile statement is to highlight your experiences as they relate to your career aspirations and field of study. You can mention accomplishments such as awards, special skills, or promotions. You can highlight measurable outcomes you produced such as increasing sales by X% or decreasing run time by X%. You can list technical skills you have used to produce results, or describe overall career goals. By highlighting your accomplishments right at the top of your resume, you give whoever is reviewing your resume a reason to keep reading.

### **STRUCTURE**

The summary or profile can be structured as a short paragraph or a few bullet points. You should be providing a snapshot of your most prominent accomplishments instead of creating an exhaustive list. This section goes right below your contact information on your resume so it’s the first thing a resume reviewer will read.

### **EXAMPLES:**

#### **PROFESSIONAL PROFILE**

- More than three years of development experience in Java, J2EE and other web technologies, including over a year of Hadoop Distribution Framework.
- Passionate about learning new technologies and thrive on working in a challenging environment.
- Have been assigned tasks to tackle challenging problems multiple times by senior staff due to abilities of grasping things quickly, and applying analytical and problem-solving skills to produce desired results.

#### **SUMMARY**

Junior industrial engineering student with \$820,000 of successful project management history and diverse engineering work experience. Six-Sigma/LEAN/VSM certified with two internship experiences within large industrial environments. Board Member for Society of Women Engineers, handling employer engagement and fundraising.

#### **PROFILE**

- Civil engineering student with comprehensive experience in high-pressure, fast-paced environments
- Proven ability to integrate business ownership experience with management expertise
- Basic construction background to execute innovative action plans and intricate projects
- Experience interfacing with diverse individuals at all corporate levels
- Proficiency to establish lasting rapport by cultivating productive working relationships with clients and colleagues