

## A PROFESSIONAL SUMMARY ON YOUR RESUME

### Using a Professional Summary in place of the tradition Objective Statement

A Professional Summary is used on your resume, in the place of what many people title “Objective”.

A resume summary is a short paragraph that appears at the top of resume (or at least in a very prominent spot) that hits the highlights of your relevant experience, and should highlight your passion for not only what you do, but WHY, you do what you do. It’s your chance to show the reader in a few sentences that you have experience relevant to the position they’re hiring for, and how your particular passion separates you from others who may have comparable skills, and experience.

Summaries are useful in almost every instance, and particularly helpful if you have a long career, and therefore, a long resume. The difference between a Professional Summary and the more traditional Objective Statement on a resume, is that your Professional Summary is more about who you are, while an Objective Statement is generally more about where you want to go. An Objective Statement is generally a better fit within your Cover Letter (Why the position for which you are applying is a good fit).

For example, your Professional Summary might include a line like; ***I am a Career Teaching Professional with a deep passion for introducing the game of tennis to new players***, while you’re Objective Statement may include; ***the opportunity to work with a real estate based country club because it aligns perfectly with my skills in sales and marketing.***

In preparing both your Resume, and Cover Letter, your objective is obtaining an interview at which time you can expand upon your skills, relevant experience and suitability for the position. At this earliest stage when someone is reviewing your Resume (and Cover Letter), it’s important to remember that you want to instill a sense of **Confidence** (*I think this person could do this job*) and **Curiosity** (*I wonder how this person who do this job*). The mix important, however people buy Who You Are, not only What You Do.

Professional Summary Examples:

*Skilled at creating an environment that promotes fun and camaraderie, together with providing and facilitating opportunities for members to learn new skills, compete and socialize together.*

*I am focused on promoting member happiness and exceeding expectations, while nurturing a broad-based teaching program, unique social events and a successful league program. I manage a team of career-focused assistant professionals and ensure achievement of department business objectives.*