

### 3 step guide to your summary

1. Give yourself a descriptive title that says what kind of professional you are: District Sales Manager, School Nurse, Network Technician, Claims Investigator, etc. Add a descriptive adjective such as energetic, results-oriented, experienced, successful (highly successful), creative, innovative detail-oriented, etc.
2. Add a “with” phrase: with – twenty years experience in the fast-food industry, track record of award-winning campaigns, excellent customer reviews, stellar results for new product launches, 100% scores for product and process quality, etc.
3. Add specialty and reputation statement(s). Example: Known for achieving rigorous standards while nurturing close relationships with colleagues and customers.

### Here are examples.

***HOLLY HEALTHCARE***  
Dynamic bi-lingual nursing graduate with Emergency Room (ER) clinical experience, a commitment to sensitive patient care, and excellent team work abilities ***seeking an Entry Level Staff Nurse position with a well established medical facility.*** Known for extensive volunteerism throughout the medical community with a dedication to excellence. Presbyterian Hospital scholarship recipient and listed on the Central New Mexico Community College’s Dean List for all semesters.  
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***RIGG WHEELER***  
Loyal hard-working recent truck driving graduate with PTDI certification, experience in heavy equipment and a clean driving record. Knowledgeable of state and federal commercial driving laws with the ability to pass a required DOT physical exam. Recognized and awarded the 2010 and 2011 “Sterling Service Award” for excellent customer service.  
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***FELINA FOXX***  
Dedicated energetic Central New Mexico Community College (CNM) student pursuing an Associate of Applied Science degree in Veterinary Technology ***with an anticipated graduation date of 12/11.*** Warm responsible team-player with the ability to remain calm and to perform effectively under stress. Wide range of animal clinical experiences in a variety of specialized areas such as: medical, surgical, and dental care as well as diagnostics, ultrasound, and endoscopy. Known for excellent safety practices and conducting exacting, detailed veterinary procedures.

Now it is your turn. Write your own summary using this formula. Don’t stop with one, though. Try writing several of these summaries, and enlist trusted friends to review them for you. They may be able to point out some strengths you missed. Then choose the best and use it at the top of your resume and in other places such as LinkedIn and Plaxo.

Determined	Attentive	Conscientious
Hard-working	Industrious	Persistent
Diligent	Dynamic	Energetic
Trustworthy	Enterprising	Enthusiastic
Team-player	Aggressive	Consistent
Motivated	Organized	Professional
Reliable	Methodical	Skillful
Self-starter	Passionate	Successful
Loyal	Detailed	Responsible
Studious	Knowledgeable	Punctual