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## PROFESSIONAL SUMMARIES

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**Summary/Profile** - A great opportunity to tell the reader exactly what you want them to know on your resume. It should be a brief 3-4 sentences in paragraph form on the top portion of your resume (following your contact information). Be careful not to load up on overused resume jargon and avoid listing previous jobs/education as it is redundant. Instead, focus on your branding statement, unique themes in your career path, and skills. Summaries are a good idea to remind the Hiring Manager of your skills and targeted interests—just in case they didn't review your cover letter in your submitted application.

### **Example Summary**

*MBA candidate who is an Experienced Healthcare Analytics Professional that has built a 8 year career in supporting both external clients and internal management. Broad understanding of healthcare data which includes clinical data quality metrics and health outcomes. Capable of analyzing problems and designing recommendations that includes workflow processes and procedures. Fluent in both Spanish and Arabic.*

### **Example Summary**

*Results-oriented finance professional with over 10 years of experience in publicly traded and privately held enterprises. Proven track record in complex and capital-intensive global industries, delivering value and innovation in Finance, Strategy, and Corporate Planning.*