



CREATING YOUR PROFESSIONAL SUMMARY

Your professional summary serves as an introductory marketing statement that highlights your skills, qualifications, and strengths on your resume. Unlike an objective statement, which states what you are seeking from the employer, your professional summary focuses on what you would contribute to the position. This is a great opportunity to highlight any experience from other sections of your resume or add additional information about your abilities that you want to be sure the potential employer notices.

Professional summaries are most useful to those that have been in the field for a while or might have had a previous career to what they are currently pursuing.

If you are a current student, the only time you might consider including a professional summary is if you are attending a conference and plan to hand out your resume to employers; if you are applying for a specific job, it isn't needed.

Example Professional Summaries

1. Reliable, self-motivated DVM student who values a work environment that encourages problem solving and communication. Excels at working as part of a team, as an individual or as a leader. Detail oriented with excellent organizational skills and ability to multi-task. Strong work ethic with a focus on building client relationships, improving work performance and achieving goals.
2. Highly versatile, organized and energetic Veterinary Technician pursuing DVM degree. Demonstrated achievement in managing multiple tasks at one time, contributing to the success of an organization, and proven dedicated support to a team. Confident and poised in interactions with diverse populations, detail oriented and resourceful. Adaptable team player recognized for willingness to learn, ability to trouble shoot in high pressure situations and possessing a strong focus on delivering superior customer service.
3. Dynamic, well established veterinarian with 15 years of experience managing a veterinary clinic. Proven track record in client retention and demonstrated success in running a business. Strengths include relationship development, problem solving, team building, multi-tasking and organizational skills, sales, and marketing.
4. Extremely motivated and skilled DVM candidate with a strong background in small and large animal medicine. Flexible and team-oriented with four years of experience in an emergency veterinary clinic. Particularly experienced in building effective relationships with clients and staff. Success driven work ethic and an intense desire to pursue opportunities that will encourage growth.
5. Client-focused veterinary hospital manager pursuing a career in a rewarding and fast-paced environment. A great understanding of the importance of client service and communication. Strong ability to multitask and extensive experience in team management. Adept at creating, developing, and implementing process objectives to accomplish and exceed the organization's goals.