

# SUMMARY OF QUALIFICATIONS

Too much white space in your resume? Not quite sure how to express your qualifications? The following are examples of qualifications that can be used in the summary section of your resume should you wish to include one.

FOR EXAMPLE:

## **SUMMARY**

- Three years experience as an Executive Assistant reporting to Upper Management
- Excellent customer service, organization and multi-task skills
- Independent worker with supervisory experience

## **Competency**

- Experienced in a variety of office settings
- Five years experience in .....
- Proficient in the use of numerous software packages
- Knowledgeable in a variety of proprietary database systems
- Competent in .....
- Extensive knowledge in .....

## **Motivation**

- Sincere commitment to professional growth in the field
- Self motivated and confident in making independent decisions
- Committed to professional excellence
- Results oriented
- Sharp, innovative, quick learner; proven ability to adapt quickly to a challenge
- Committed to producing results above and beyond what's expected
- Self motivated, creative professional; able to work independently and also coordinate with others
- Able to work independently and as a cooperative team member
- Commitment to professional development
- Special strength in promoting an atmosphere of professionalism

## **Financial capabilities**

- Ability to balance books and handle finances in a respectable manner

## Sales

- Strong product knowledge
- Ambitious, goal and profit oriented
- Record of high profitability in sales and marketing promotions
- Solid understanding of marketing and sales strategies
- Effective in delivering presentations that generate new business

## Communication and Personality

- Communicate well with business professionals, easily establishing rapport and gaining client confidence
- Excellent communication skills
- Successful in maintaining rapport with customers, coworkers, team members, etc
- Outstanding people skills: sensitive in assessing needs
- Personable and persuasive in communicating creatively with customers from all cultures and economic levels
- Skilled in interpersonal relations

## Multi-tasking and meeting deadlines

- Able to complete complex assignments on tight deadlines
- Versatile and able to handle a variety of tasks

## Organization

- Extremely well organized; follow through to the last detail
- Strong organizational skills; attention to detail

## Discretion

- Proven ability to respond immediately and confidently in emergencies
- Ability to handle sensitive populations in a professional and concerned manner

## Needs assessment

- Special talent for identifying clients needs and presenting effective solutions

## Languages

- Fluency in .....
- Bilingual .....
- ASL certified

## Not categorized

- Excellent counseling and interviewing skills