



Creating Your Career Summary Profile

For use on Resumes

1. What is your area of expertise? How many years of experience do you have?

EX: Sales professional in the food service industry for over four years.

2. What are 2-3 key strengths that qualify you for your area of expertise?

EX: Supervised a team of 20 people and consistently exceeded sales quotas.

3. What major accomplishments validate your main strengths?

EX: Top ten sales professional for XYZ company in 2017. Grew existing accounts and increased revenue by 30%.

EXAMPLES OF A CAREER SUMMARY

- Certified Nursing Assistant with two years of experience. Confidently handled a case load of 8-10 patients while exceeding expectations of supervisors and management. Maintained a customer satisfaction rate of 95%.
- Experienced worker with six years of experience and a strong passion to be a team player and the ability to learn quickly. Diverse work history including restaurant, manufacturing, hospitality and warehouse operations. Skilled in Hi-Lo and electric and manual pallet jacks.
- Efficient production worker with eight years of experience in CNC, Quality Control and Janitorial. Rapidly moved into higher roles within the last four years by reducing waste by 30%. High attention to detail and exceptional consistency. Named employee of the year for 2016.
- Food sales representative with over four years of experience. Successfully supervised a team of 20 people while exceeding sales quotas and growing existing accounts with increased revenue of 30%. Named top ten sales professional in 2017.