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Resume Professional Profile/Qualifications Summary Worksheet

Use this worksheet to develop 3-7 bullet points at the top of your resume under a heading such as Professional Profile, Qualifications Summary, Career Summary, Summary, Qualifications, Strengths, Skills, Key Skills, Skills Summary, Summary of Qualifications, Background Summary, Professional Summary, Highlights of Qualifications. Develop bullets that are (a) the best selling points for you and (b) as specific as possible to the job or type of job you seek. See this chapter of our book, *Words to Get Hired By* (http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter3/page48.html) for more guidance on how to develop a Profile/Qualifications Summary and ideas for specific professions. To develop varying profile sections for different versions of your resume, print out more copies of this worksheet.

To ensure that the Summary/Profile section flows smoothly for the reader, make it parallel, as though each bullet point is completing the same sentence. Imagine that each Summary/Profile bullet point you write finishes an unstated but understood sentence that begins: "I am a(n)..."

Your first bullet point should describe your professional identity in a nutshell. It's the most important bullet point because it puts you into focus, characterizes who you are, and tells what you can contribute. This bullet might include the title/functional area/level of your current position and/or position you seek, industry you're in or seeking to be in, and the number of years of your experience (which, for age-discrimination reasons, should not exceed 15-20; "15+" is a good guideline for mature workers). See samples beginning on this page of our book, *Words to Get Hired By* (http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter3/page50.html). Below, develop a draft for this first bullet point:

- [I am a(n)] ...
-
-

Below are items that could be included in this section. See a formula for a typical section on this page of our book, *Words to Get Hired By* (http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter3/page57.html). Decide how relevant each item below is to the type of job you seek and how good a selling point it is for you. If you decide an item should be included, develop a draft bullet point for that item. See wording suggestions beginning on this page of our book, *Words to Get Hired By* (http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter3/page59.html). See samples of skills-based bullet points beginning on this page of our book, *Words to Get Hired By* (http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter3/page64.html) and samples of full Summary/Profile sections organized by profession beginning on this page of our book, *Words to Get Hired By* (http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter3/page100.html). Quantify whenever possible, using numbers for, e.g., revenue generated, size of accounts, typical budgets, money saved. Throughout your bullet points, sprinkle keywords/buzzwords from ads or job postings you're responding to. See Chapter 2 of our book, *Words to get Hired By* (http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter2/page25.html).

Core competencies/areas of expertise/strengths/specialization for that field:

- [I am a(n)] ...
-
-

Highlights of representative accomplishments, especially used to demonstrate skills and competencies you've used throughout your career:

- [I am a(n)] ...
-
-

Top business and craft-related "hard skills"

- [I am a(n)] ...
-
-

Soft skills (such as communication, leadership, teamwork). Many employers believe soft skills can be substantiated only in an interview, so if you include soft skills, provide examples to substantiate them.

- [I am a(n)] ...
-
-

"Value-added" information: Skills/accomplishments/experience that add to your value because they are not necessarily expected of someone with your background (e.g., operations manager with deep knowledge of IT).

- [I am a(n)] ...
-
-

Any advanced degrees, certifications, or licenses that are integral to the type of job you seek.

- [I am a(n)] ...
-
-

Language and international business skills, if relevant.

- [I am a(n)] ...
-
-

Technical/computer skills (Exception: IT professionals, who should place IT skills in a separate section).

- [I am a(n)] ...
-
-

Personality/management style; for example, you might mention your sense of humor.

- [I am a(n)] ...
-
-

Affiliations if integral to the job, otherwise in a separate section.

- [I am a(n)] ...
-
-

Any extremely prestigious colleges, employers, or clients.

- [I am a(n)] ...
-
-

Positive quotes/testimonials from supervisors, clients, taken from memos, letters, or performance evaluations.

- [I am a(n)] ...
-
-

Awards you've earned, such as Employee of the Month and President's Club, can also be listed in the Summary/Profile section to give them more up-front attention than if they were listed in their own section.

- [I am a(n)] ...
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