

Professional Summary Statement for Graduate Students

Summary statements usually work best for experienced professionals who are branding themselves with some common themes that speak to their next professional goal. They can work well for graduate students who want to add some context around their experience and academic studies. If you have a straightforward career path and aspirations, the space on your resume may be better used for more descriptive bullet points.

Creating a professional summary will take some thought and introspection. A few things to be clear about are what you want in your next position, what research you should do (industry, company, job function, location), and what you have to offer.

If you are not exactly sure what you want, develop an ideal position that will value you for the main characteristics, experiences, and skills that you currently possess or you are developing through your graduate studies.

Some questions to ask yourself to help you determine your direction:

- What skills are you comfortable with and do you most enjoy using?
- What accomplishments are you most proud of and best illustrate your abilities?
- What issues, topics, or areas are you most passionate about?

Some questions to ask yourself to help you research where you want to be (company, job, industry, location):

- What do you value and what industries or companies value the same?
- What experiences, skills, and characteristics matter in your target jobs?
- What would you be looking for if you were hiring for your target job?

Some questions to ask yourself to help you concisely identify what you have to offer an employer:

- What are *your* most impactful selling points?
- What critical problems are you well positioned to solve?
- Where is the point of what you want and what your target industry/job/company needs?

Create 3-5 bullet points that highlight these points. You can craft them into a short paragraph or create an introductory sentence and then list the bullet points. Using keywords from job descriptions is always a good idea, it attracts the attention of the reader and AI systems.

Some sample Professional Summaries:

- *Qualified consultant with 5+ years of experience assisting in delivery of innovative solutions to the Sales Manager regarding maintenance of existing customer relationships as well as ideas for working with prospective customers. Possesses superior customer communication skills between business and technical teams to meet workforce development needs.*
- *Dynamic, tech-savvy Marketing Coordinator with 15+ years of experience building strong social media fan bases from scratch, collaborating cross-functionally to achieve business goals and developing B2B and B2C print/digital marketing collateral.*
- *A producer with more than ten years in the production industry with experience managing a complete project cycle, including post-production maintenance of all domestic and international marketing while acting as a liaison between the web production group and the web-marketing managers.*
- *Tenacious Quest for Success + Learning. Earned MBA and BS in just 3 years while working full-time – gaining hands-on experience in research- and data-driven product roadmap development, pricing and positioning.*

Bullet point format:

- Expert communicator with 10+ years of experience dedicated to community development and advocacy within the field of education
- Strong public speaking, teaching, and facilitating skills for diverse student, professional, and general audiences
- Extensive involvement in all levels of relationship building, marketing, and program development
- Proven ability to manage multiple projects while meeting challenging deadlines