

RESUME SUMMARY OR PROFILE

Examples

Example One

Key Qualifications

- Bachelor of Social Work degree from the University of Arkansas.
- Four years of experience counseling individuals and families in a remote community.
- Current knowledge of file standards, report writing and assessment practices (both observation and clinical interviewing).
- Strong communication and persuasion skills with an ability to figure out complicated situations quickly and easily.

Example Two

Resume Summary

Certified TICO travel counselor with two years of experience working with clients to fulfill travel arrangement requests. Fluent in English, French and Spanish. Knowledge of GDS-Amadeus and an ability to learn internal processes quickly. Proven ability to increase sales through establishing rapport with customers.