



# Professional Summary

College of Agriculture  
and Life Sciences

Your professional summary should be unique and promote what you bring to an organization. Use the examples below to tailor this section of your resume. Fill in the **bold sections** with specially chosen words that promote you in a persuasive manner. Think of this as a snapshot of your abilities and back them up with specific accomplishments that you could only have achieved with these skills.

Answer these 5 prompts and review the examples to draft your unique professional summary.

1. List your big picture goal, and/or your vision for the contribution you want to make in the future.
2. List adjectives that describe you. Select the most important adjectives that you can back up with accomplishments.
3. List your top three skills. Provide evidence of each skill.
4. List your number one strength that you bring to the professional world. This can be a skill listed above or something new.
5. Summarize and quantify your key experiences (work, internships, clubs etc) and what you gained from them.

Motivated to make a difference in **big picture goal**. **Best adjectives to describe what you bring to the team** student determined to build on **quantify key experiences** offering a passion for **job or intern objective or responsibilities**. **Top three skills** will enhance the productivity of any team.

**Experience summary**. Seeking **kind of work** internship experience utilizing **top three skills**.

Seeking a position in **major/kind of industry/job** with special interest in **be more specific on interests**. Desire to leverage skills/**experience** with **skills/experience** to make an immediate contribution to **career goal or name of company**.

**Job objective or career goal**. Background and experience in these areas through **internship at name of company for how long** and coursework **in.....** Offering **main strength**.

## Examples:

*Energetic sophomore with experience in the care of companion and exotic animals in a clinical environment. Proven responsible leader with a positive attitude who takes enthusiastic initiative on assignments and performs tasks with minimal supervision.*

*Creative task oriented applicant with a strong work ethic and one year of hands-on agriculture experience interested in a challenging entry level opportunity in the green industry.*

*Passionate caregiver with an optimistic and compassionate approach who is determined to impact the health of children with a proven track record of achievement both in the classroom and in a clinical internship setting.*

*Seeking a position in Environmental Science with special interest in natural resource policy and environmental regulation. Background in these areas through 6 month Internship with EPA and academic project. Direct customer service interaction and task management demonstration.*

*Strong leader, determined to achieve professional excellence. Interest in leveraging a solid scientific foundation, effective communication skills, and outstanding quantitative abilities to make an immediate contribution to improving the quality of agricultural products in a global economy.*

*Motivated to make a difference in childhood obesity. Dedicated student with a strong work ethic and a drive to succeed. Determined to build on extensive nutrition coursework to gain experience in a pediatric clinical setting. Three years of diverse experiences have honed strong interpersonal and organizational skills. Work samples available at my ePortfolio at [www.yourname.ncsu.edu](http://www.yourname.ncsu.edu)*

*College Senior with eight months of experience as a USDA intern and crop scout. Worked with scientists and farmers displaying communication, teamwork and leadership. I aspire to utilize soil and plant knowledge as an Agronomy Researcher.*

**NC STATE UNIVERSITY**

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