



WRITING A PROFESSIONAL SUMMARY FOR YOUR PROFILE

This section can add a “story” element to your career aspirations. Remember to use key-words and skills from your industry when highlighting your success.

To begin, read the question below, then write down your short answers, brief notes and thoughts as they come into your mind.

What educational, motivational or professional experiences have led you to pursue this opportunity, career path or degree?

How will this internship or work experience help you achieve your professional goals?

Write a draft and seek feedback:

WRITE IT →

REVIEW IT →

REWRITE IT →

RECORD IT →

Is the summary:

Specific and relevant?

Clear about your skills and experience?

Futuristic and aligned with the next step of your career path?

Concise and polished?



Check out this blog post for some tips on writing a great summary section:

bit.ly/profile-summary-tips