

Examples of qualification summaries

Qualification summaries are sections that highlight your achievements, skills, and character traits that would make you the best candidate for the position.

| | |
|----------------------|---|
| Achievements: | A specific accomplishment in your work, school, or life experiences. This could include awards, scholarships, special certifications, or work performance accomplishments. Examples: <ul style="list-style-type: none">• Recipient of the 2005 Thompson-Loo Foundation Scholarship• Devised a promotional sales campaign that increased company revenues by 25% within 4 months• Two-time recipient of the Hayashida Hotel Corporation's Perfect Attendance Pin (2004, 2005) |
| Skills : | Abilities that you learn and develop through your job, school, and life activities. Examples: <ul style="list-style-type: none">• Type 65 wpm accurately and operate a 10-key electronic calculator• Ability to work effectively in a team to achieve a goal• Knowledge of various cooking methods including steaming, broiling, deep fat frying, baking, and grilling |
| Traits : | Personal characteristics Examples: <ul style="list-style-type: none">• Trustworthy• Dependable• Hard Working |

You want to develop this section so that even if an employer only read this part of your resume, he or she would have a good overview of what you have to offer.

Although this section appears towards the top of your resume, it should probably be the last section that you develop. As you reflect on and write up your education and experience sections, jot down what you have achieved or learned. This will be the basis of your qualification summary. If you need additional help developing this section of your resume, feel free to contact your career and/or job placement professional on your campus.

Below are examples of how you might organize your qualification summary. Remember, there are no set rules regarding how to do this, just general guidelines. Therefore, choose a style or section title that you like, or create your own. Just keep in mind the purpose of a qualification summary and then tailor this section to best represent you!

EXAMPLE #1

| | |
|-------------------------|--|
| SKILL HIGHLIGHTS | <p>Computers :Windows XP, Microsoft Word, Power Point, Excel, Access, Publisher, Quickbooks, Peachtree, email, and Internet</p> <p>Accounting: Payables, receivables, financial reporting</p> <p>Filing: Alphabetical, numerical, confidential</p> <p>Typing: 65 wpm</p> <p>Electronic Calculator: 200 ndpm</p> <p>Strengths : Meticulous, customer-focused, team player, and reliable</p> |
|-------------------------|--|

EXAMPLE #2

SUMMARY OF QUALIFICATIONS

Accomplished professional with more than 15 years experience in food and resort establishments managing operations to ensure compliance with OSHA rules and various other federal regulations. Excellent oral and written skills demonstrated by cultivating positive business relationships with a variety of people from multiple cultural, social, and economic backgrounds. Technically proficient in Windows XP, Microsoft Word, Excel, and email applications. Possess a Master’s degree in Business Administration and a Bachelor’s degree in Travel Industry Management; along with certifications in food service sanitation, management, and customer relations.

EXAMPLE #3

PROFILE

- **Effective Communicator**
 - Volunteered to provide campus tours for twenty new students visiting the Windward Community College-Employment Training Center (WCC-ETC)
 - Gave a 30-minute presentation to new students and their parents during the WCC-ETC new student orientation week

 - **Dependable**
 - Excellent attendance records in school and work
 - Ability to follow through on teacher or supervisor requests promptly and efficiently

 - **Life-long Learner**
 - Successfully completed six modules of the Life Skills course at the Windward Community College-Employment Training Center
 - Awarded WCC-ETC Outstanding Student Learner twice (2001 and 2002)
-

EXAMPLE #4

| | |
|-------------------------------|--|
| QUALIFICATIONS SUMMARY | <ul style="list-style-type: none">• Over seven years of experience providing excellent, efficient customer service in demanding and fast-paced environments. • Six years of cash handling experience, including one year of processing daily sales reconciliations. |
| | <ul style="list-style-type: none">• Ability to effectively use office equipment such as phones, typewriters, computers, 10-key calculator, photocopiers, and facsimile machines. |

| | |
|--|--|
| | <ul style="list-style-type: none">• Familiarity with Windows 98 and XP, MS Word, Excel, and email applications. |
| | <ul style="list-style-type: none">• Ability to work directly and successfully with people from various social, economic, and professional backgrounds. |