

Summary of Qualifications

The summary of qualifications is your marketing pitch, which allows you to boast about your talents. It should correspond with your objective and it should include specific achievements, certifications, licenses, computer skills, or other job-related skills. It is important that you list only the skills and achievements that will help you with the position that you are seeking.

Summary of Qualifications Samples

- Over _____ years of experience in management and supervision.
- Highly effective in promoting a positive, productive environment.
- Reputation for excellence and high quality service to clients.
- Good eye for detail; well organized, skilled in setting priorities.
- Resourceful and self-confident; can get the job done, and do it well.
- Strong interpersonal and communication skills.
- Remain calm and work well under demanding conditions.
- Proven record of innovative and effective staff development.
- Strong commitment, vision and leadership.
- Developed innovative programs for major _____, incorporating trends on the leading edge of _____ field.
- Effective problem solver; thorough researcher.
- Well organized and focused in coordinating projects.
- Strong analytical, writing and research skills.
- Conscientious and thorough with detail.
- Equally effective working independently and in cooperation with others.
- Effective working alone and as a cooperative team leader.
- Keen perception for extracting important data.
- Innovative in designing and carrying out projects.
- Highly motivated to achieve set goals.
- Successful in mastering new skills through hands-on experience.
- Graduate degree with emphasis in _____.
- Effective and persuasive with all segments of the community.
- Skilled and thorough in analyzing problem situations and finding creative solutions.
- Sharp, quick learner; willing to get involved.
- Strength in analyzing, researching, organizing, and problem solving.
- Excellent organizational and communication skills.
- Fluent in _____ and _____.
- Computer literate in MS Word, Excel, Access and Power Point.

Source: 200 Damn Good Examples