

Writing a Professional Summary

A. Directions: Move the job positions to match the professional summaries.

1. _____

Senior Customer Service Representative with 6+ years of experience working on and leading a call-center team. Personally handled 90+ sales, tech support, and customer care calls daily, while gaining a 95% customer satisfaction rating. Friendly and compassionate, with excellent communication skills.

nursing assistant

2. _____

5+ years of experience facilitating engineering solutions with a wide range of application and technology skills. Proven ability to build interactive and user-centered website designs to scale. Extensive expertise in network design and configuration.

digital marketing

3. _____

Passionate certified nursing assistant with 6+ years of experience caring for elderly and disabled adults. Work well with bedridden, physically challenged, and memory-impaired residents. Personally provide service to over 25 patients per day in current position.

food service

4. _____

Recent Marketing graduate with 5 months of internship experience in digital marketing and branding in the fashion industry. Helped launch a branded account on Tik Tok and Instagram, gaining over 5,000 followers. Skilled in growing engagement and staying on top of the latest trends to improve brand growth.

customer service
representative

5. _____

Enthusiastic high school student with strong communication skills and self-initiative. Was a top performer in the school's fundraiser last year, selling 1200 dirhams of chocolate. Have CPR certification and am well-versed in food safety techniques from working in families restaurant.

software engineer

B. Directions: Choose the best adjectives or verbs to complete the professional summaries.

6. Recent Political Science graduate (3.7 GPA) with 5 months experience _____ research through my school's statewide polling program. _____ understanding of standard survey methods and analysis. _____ recognition for completing an average of 45 successful phone interview per day, the highest volume of anyone in the program.

7. Recent Computer Science graduate (3.8 GPA) _____ to use backend development experience in an entry-level position. _____ 4 months of internship experience building and testing applications for Android, iOS, and Windows. Skilled with C, C++, Java, Python, and Swift. _____ built a note-taking application that was recently approved by the Apple App store.

8. Head cashier with 6+ years of experience _____ excellent customer service, handling daily accounts and maintaining inventory. _____ 92+ transactions daily and _____ customer satisfaction by 9% in 6 months.

9. Dental assistant with 4+ years of experience providing _____ and competent service in busy dental clinics. _____ 15 patients daily to undergo dental procedures, and recorded treatment information in patient records with 100% accuracy. _____ Dental Assistant Associate Degree.

10. _____ hotel housekeeper with 6+ years of experience managing and training new employees. _____ familiarity with all cleaning material and tools, as well as OSHA safety guidelines. _____ English and business-level Arabic.