

Your Professional Summary is Hurting Your Resume

Here's why, and what works instead.

Your Professional Summary is hurting your resume because nobody asked for it.

Nobody asked for a long story of what you're skilled at, what you're known for, or your proven abilities. Look at a job posting. Find the part that says "We are looking for", or "We are seeking."

They're telling you right there what they're looking for. Give them **that** instead of some boilerplate Professional Summary.



Job Posting

We're looking for an experienced Project Manager to oversee residential remodeling projects from pre-construction handoff through completion. If you're organized, communicate well, and can keep projects on schedule while maintaining strong relationships with homeowners and trade partners, we'd like to talk.

~~PROFESSIONAL SUMMARY~~

~~Experienced Construction Project Manager with a strong background managing residential and commercial construction projects from planning through to completion. Skilled in project scheduling, budgeting, subcontractor coordination, quality control, team management and client communication. Proven ability to manage multiple projects, meet deadlines and budgets, and maintain high standards of workmanship while building strong relationships with clients, contractors and project stakeholders.~~

PROFILE | Experienced Project Manager running residential remodels from preconstruction handoff to completion, keeping schedules by staying organized and drawing on eight years experience to anticipate issues, communicating disruptions to homeowners and trades early to maintain cooperative relationships.

Instead of some tiresome collection of claims—the same ones you've been giving over and over on every resume—give the precise information the employer asked for.

- use their language: terms, words, phrases
- substantiate your claims using "by"
- use context to give what they asked for

⌘ BONUS TIP

Use a thesaurus to replace clichés and other meaningless words. I use [WordHippo](#) and love it! Try it ... it will transform your resume from run-of-the mill to top-of-the-heap!

⌘ QUICK LINKS

[FREE Resume Review](#)
No cost to you

[Resume Samples](#)
Free and downloadable