**The Social Work Professional Summary Statement**

In the field of social work, the professional summary statement serves as a brief overview of your resume’s most persuasive features. It generally appears at the beginning of your resume in paragraph form, and is rarely longer than five or six sentences. Because this feature of your resume will be the first thing that prospective employers see, it is important to think of it as a marketing tool that highlights who you are and what you can offer as a candidate. Nearly all professional summaries include a rich description of the specific qualities, skills, knowledge areas, transferable skills and credentials you possess. Preferably, they focus most on the qualities that will set you apart from other candidates who are applying for the same job. A winning professional summary will include some, if not all, of the following:

* A brief description of your credentials and training
* A statement that clearly defines your specialty or area(s) of expertise
* Some additional statements that communicate any related skills, particularly noteworthy achievements, or personal qualities that are relevant to the position for which you are applying. This can also include a statement about transferable skills, especially those that may set you apart from other candidates.

**Examples of the Professional Summary Statement:**

*LBSW with experience and training in medical social work, children’s day treatment, and domestic violence outreach. Expertise in neonatal and pediatric intensive care case management, programming serving at-risk youth, and advocacy for shelter clients. Coordinated volunteer and children’s programs at a shelter, elected Voices for Children vice president, and certified in play therapy.*

*Versatile LMSW with nearly 5 years experience in administrative, organizational and leadership development. Excellent communication skills including public speaking, written communications, and ability to build consensus with multiple constituents. Strong drive to assist others to grow professionally through excellent customer services coupled with a personal commitment to advancing the profession of social work. A proven leader who consistently forges strong collaborations based on vision and a commitment to excellence.*

*Highly motivated LMSW with over 10 years experience in social services, including direct practice and program coordination. Strong practical and clinical foundation with commitment to trauma-informed treatment modalities. Committed to working with individuals and groups to promote optimum mental and emotional health. Proven leadership qualities and the ability to engage, relate to and manage individuals from varying backgrounds, while promoting team values.*