

## EMPLOYMENT THEME, PROFESSIONAL SUMMARY REVIEW

These are sample sentences that you can find (and use) in a professional summary.  
Read them and complete the gaps with the words that you think are most suitable

1. Competent at managing responsibilities in a **high-volume** atmosphere
2. Talented in **problem** solving and office system design
3. **Meticulous** worker; attentive to quality and **detail**
4. Work **cooperatively** with a wide range of personalities
5. Possess **excellent** communication and **inter**-personal skills
6. Get along **well** with employers and coworkers
7. Resourceful in solving problems and **maximizing** resources
8. **versatile** and multi-skilled person
9. Hired, trained and supervised work **crews**
10. Strong skills in organizing **workflow**, ideas, materials, people
11. Ability to elicit confidence and build **rapport**
12. Able and willing to assist co-workers, supervisors, and clients in a **cooperative** manner

providing

13. Committed to \_\_\_\_\_total quality work

trust

14. Proven ability to gain customer’s confidence and \_\_\_\_\_

independently

15. Collaborate easily with co-workers and work well \_\_\_\_\_

patients

16. Sensitive, caring and professional attitude toward staff, \_\_\_\_\_, and their families

Enthusiastic

17. \_\_\_\_\_, dependable, self-motivated

equipment

18. Demonstrated ability to adapt to new \_\_\_\_\_& technology

COOPERATIVE	TRUST	EXCELLENT	CREWS
RAPPORT	METICULOUS	COOPERATIVELY	WELL
ENTHUSIASTIC	WORKFLOW	PATIENTS	PROVIDING
HIGH-VOLUME	PROBLEM	DETAIL	VERSATILE
INTER		EQUIPMENT	
	INDEPENDENTLY	MAXIMIZING	