

WRITING A SUMMARY STATEMENT

WHY IT'S IMPORTANT

Gone are the days of the objective statement! Taking its place is a summary statement - a more powerful and poignant way to communicate your skills and what you offer as a professional. Instead of focusing on what you want from an organization, a summary statement focuses on what you can offer an organization. From just a few highlights of your career, the reader should be able to ascertain what your unique skills are and how you can benefit their organization. Because a summary statement appears at the top of the page, it also serves to help brand you and create a lens through which a prospective employer should read the remainder of your résumé.

TIPS TO WRITING AN EFFECTIVE SUMMARY

- **Why should anyone care?** Think through how your particular skills or professional experience directly relate to the job to which you are applying. Will a résumé reviewer know immediately that you are qualified for the position after a quick overview? Make sure you've identified keywords and qualifications the prospective employer is seeking and include these when appropriate to connect the dots for why someone should be convinced that you are a good candidate.
- **What makes you unique?** Though "team-player" and "good communicator" are good traits to have, they are also fairly general and generic. Consider what makes you uniquely talented. For instance, perhaps you are a "skilled technical writer," "compelling public speaker," or "creative problem solver."
- **Be succinct.** A summary statement should be approximately four to six lines and speak only to your professional competencies and relevant soft skills. Short sentences are ok, but summary statements can also be a series of two or three word phrases.

EXAMPLES

Administrative Professional - Multi-faceted, efficient, and reliable administrative professional with 10+ years of experience supporting executives and sales managers with the goal of improving internal operations for small businesses. Diversified skill set covering administrative support, client relations, writing, human resources and recruiting. Excellent inter-personal, phone and digital communication skills.

Project Manager - Seasoned project manager with more than five years of print project management experience and knowledge of web production obtained from positions in educational publishing, consumer packaging, and financial services. Professional, flexible, creative, and service-oriented. Offering a unique combination of creativity and analytical skill with the ability to assess both vantage points to create cost-effective solutions for internal and external clients.