HOW TO BUILD YOUR SUMMARY STATEMENT

Your Summary or Profile is a quick easily read introduction to who you are as a professional and summary of your experience and skills. Once again, it has to be a quick read and grab the readers attention. Hit the reader with the most important things about you that match the job requirements. After reading your Summary/Profile the reader should be thinking- “This person is a good potential match let me read further to verify this.”

Here are the areas of content you can include in your summary/profile:

**Professional identity/functional area/level of your current position-**

The first thing a reader needs to know is, what is this person, so tell them. For example, “A Project Manager” or “A Customer Service Representative” or “An Astronaut”. You can include your functional area “A Construction Project Manager” or “A Healthcare Service Representative” or “A Mission Support Astronaut”. You can also include your level “A Senior Level Construction Project Manager” or “A Healthcare Service Representative Manager” or “A Commander Level Mission Support Astronaut”.

**Number of years of experience** (should not exceed 15-20; "15+" is a good guideline for mature workers)-

Many job listings ask for a number of years of experience so say it up front. “A Construction Project Manager with 8 years of experience” or “A Healthcare Service Representative with 15+ years of experience”.

**Industry you're in-**

Are you in construction, leisure, healthcare, financial, transportation, telecommunications, etc.?

**Core competencies/areas of expertise/strengths/specialization for that field-**

What are your objective, measurable core competencies? Core competencies include things such as financial data analysis, computer software installation, auto body repair, customer service, accounts receivable, Microsoft Office, medical billing. Your list of core competencies should relate to the job for which you are applying.

Highlights of representative accomplishments, especially used to demonstrate skills and competencies you've used throughout your career-

Put in some things you have accomplished that bring to life the skills and experiences you have. For example if you are a sales person put in some sales numbers, if you are a project manager put in some projects you managed including scope and budget. If you worked at a well-known company or on a well know product include that.

**"Value-added" information-**

If you have a unique set of skills or experiences add that. Maybe you’re a plant manager that has experience building manufacturing plants or an accountant that has done expert testimony in finance related trials. Look for a way to differentiate yourself and capture the reader’s interest.

SAMPLE SUMMARY PARAGRAPHS

A **Senior Financial Management Executive** with 15+ years of experience in a variety of industries and companies ranging from small private to large public corporations. Particular expertise in IT management including software and hardware evaluation, sourcing, and implementation. A strong background in relational databases including Timberline, MAS 90, Oracle, and SAP; with the ability to develop strategic reports to guide senior management. Well known for having an entrepreneurial spirit and being a roll-up**-**the-sleeves manager who can get the job done as well as developing and supervising high-performance teams.

**Executive Administrative Assistant** with 14+ years of experience who excels in anticipating organizational needs and prioritizing tasks. Background includes elite-level executive support, managing high phone call and email volumes, and providing administrative support to five executives simultaneously. Highly skilled at arranging complex travel itineraries, juggling schedules, and facilitating meetings. Recognized for increasing executive efficiency and productivity.