

How to Write a Winning Resume Summary Statement

Summary Statement should be short paragraph form or bulleted statements, containing only several sentences. Your summary should begin with a headline that summarizes your professional title and/or your professional statement.

There are three things a well-written summary should address:

- Your experiences and skills as they relate to your idea job
- What you can bring to the organization and the open position that no other candidate can
- Your professional goals

Even though your resume summary is written by you, it should be composed in third person, in present tense. Think of it as a summary of what one of your best colleagues would say about your professional achievements. Reinforce your title, and sell only the experiences and skills that meet your career objective. If you have multiple career objectives, such as you wish to get a position in either marketing or public relations, develop separate resume summaries for each of the objectives. A summary can also contain a brief bulleted section highlighting only a few vital competitive skills that you bring to the table.

Helpful Key Questions

1. How many years of career experience do you have?
2. What areas of expertise make you stand out from your competition?
3. What are your most significant accomplishments in your career?
4. Do you have earned any awards or special recognition in both your career and education?
5. What specific knowledge, ability or unique skill do you have?
6. How can you help to improve company performance?

What to avoid in Qualifications Summaries:

1. Use of personal pronouns such as I, my, me, we, us, etc. Resumes are business documents that should employ a conservative tone.
2. Soft skills - i.e. being personable or trustworthy - unless they are backed up by specific data.
 - Soft skills presented in a weak fashion: "Personable individual with proven "people" skills."
 - Soft skills that are effective and strengthened by quantified results: "Salvaged \$6 million VIP account with Pepsi-Cola, Inc. through superior communication and client relations skills."
3. Objectives that are vague and self-serving:
 - "Currently seeking position in which to grow with dynamic organization."
 - "Want to use creativity and skills learned in college."

Example of a Summary of Qualifications Statement

Customer Service Representative experienced in performing office support duties which involve providing information to the public, receiving payments, addressing customer complaints, preparing and maintaining records within the Finance Department, and performing other duties as required.

Example of a Professional Statement

Successful financial planning professional with over 5 years of personal and retirement planning experience. Managed a small financial planning firm, achieving double-digit financial returns for all clients by developing personalized investment portfolios. Leader in development and professional growth of two other financial planners in the firm through effective and motivating mentoring strategies.