

HOW TO WRITE A SUMMARY STATEMENT

Summary statements are very useful for students who have varied experience, or who are looking to make a career change. A summary statement can help transition your resume from your current education and experience to the type of position you are seeking.

Your summary statement should be three to five lines describing your strengths, the position/industry you are seeking, and what you will bring to the job. Strengths and traits should be focused on the direction you are moving, not where you are coming from.

The major points that should be included in your summary statement are:

- a. Specific strengths and transferrable skills
- b. Personality traits that are important to you and the job for which you are applying
- c. Slight mention of professional expertise – for example: “Experience in creating budgets and supervising staff.”
- d. Type of position or industry you are seeking

This statement differs from an objective, which states what you want from the employer. An objective can also put in a very narrow job opportunity situation. There can also be a problem with “semantics,” meaning the job you are seeking may be called one thing by you and another by an employer. If you state your objective and it is not in the terms used in the company, based on what you have asked for, you could be eliminated as a candidate.

Sample Summary Statements

Here are a couple of summary statements that include both experience and an emphasis on transferrable skills and accomplishments. Notice how each is tailored to different opportunities or industries based on the individual’s background.

Marketing/Sales

Sales and marketing professional with global expertise seeking brand management opportunity. Excellent communication and interpersonal skills. Ability to work comfortably at multiple organizational levels. Accomplished team leader. Analytical strategic planner and presenter. Goal- and detail-oriented, high energy and integrity. Committed and focused.

Accounting/Finance

Dependable and detail-oriented accounting and auditing professional. Works well under pressure. Successful in meeting deadlines. Organized, focused. Excellent communication, presentation, and interpersonal skills. Ability to multi-task. Expertise with energy industry.

MIS

Proven IT professional with demonstrated management skills. Excellent technical, interpersonal and communication skills. Ability to bridge gap between technical and non-technical stakeholders. Creative and resourceful in development and implementation, as well as problem resolution. Presenter and motivator. Knowledgeable and proactive, with high energy and integrity.

Management

Customer Service manager with extensive experience directing busy call centers. Proven ability to increase customer satisfaction as well as call volume per representative. Excellent leader with history of improving employee morale and reducing turnover. Skilled communication and team motivation have resulted in fulfilling service goals.