

THE RESUME SUMMARY STATEMENT

The resume “Summary Statement” can be extremely helpful to include on your resume, particularly if you have a varied background, have significant prior work experience, or are changing careers. The “Summary Statement” is a brief paragraph at the top of your resume that offers a snapshot of any skills, experience, education, knowledge, or accomplishments you think are relevant to your desired job. This summary highlights for employers exactly how your background matches the position to which you are applying. In other words, instead of leaving it to chance that the employer will interpret your resume correctly, you are guiding them to understand your background in a way that makes the most sense for a particular position.

There are a few general guidelines to follow when creating a summary statement for your resume. First, a summary should be on the shorter side, approximately two to five resume phrases, and written in paragraph or bulleted form. The title of your summary statement can be one of many headlines, including:

- Career Summary
- Summary of Qualifications
- Career Profile
- Career Highlights
- Professional Summary
- Professional Qualifications
- Summary
- Profile

In general, the summary statement highlights:

- A professional branding statement or an explanation of who you are professionally
- Skills you possess that are related to the role
- Experience, knowledge, and education that you have gained related to the role

To create your own summary statement for your resume, follow four steps as outlined below.

STEP 1: DETERMINE THE MATCH

To help determine which professional aspects to highlight in your summary, first think through the job attributes you possess, such as your skills, experience, accomplishments, knowledge, and education. Who are you professionally and what makes you unique? Record these attributes in the chart on the next page (see column on the left).

Then review the requirements listed for the position you are interested in, and write down the qualifications that are listed in the job posting in the column on the right (be sure to review the qualifications section as well as the job description for clues; you might even mark phrases and words with a highlighter to help you). Finally, circle any matches between the two the columns (your skills, experience, accomplishments, knowledge, and education vs. the job’s qualifications).

My Major Skills, Experience, Accomplishments, Knowledge, Education	The Job's Qualifications <i>(as listed in posting)</i>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____

Record the final match of skills, experience, accomplishments, knowledge, and education that you would like to highlight in your summary statement. Remember that it is best to keep your summary concise; thus you may need to prioritize the points that you want to include.

Final Match of Skills, Experience, Knowledge, and Education for Summary Statement:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

STEP 2: CREATE RESUME PHRASES FOR YOUR SUMMARY

Next, draft a few resume phrases that incorporate and summarize the items you listed above, perhaps starting with some of the following statements:

• Experience in... • Proven track record for... • Recognized for... • Demonstrated achievement in... • Exceptional skills in... • Highly competent in the areas of...	• Strengths include... • Adept at... • Key skills include... • Ability to... • In-depth knowledge of... • Strong background in...
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1. _____
2. _____
3. _____
4. _____

STEP 3: DRAFT YOUR PERSONAL BRANDING SENTENCE

For Step 3, you will write a personal branding sentence, which essentially describes your professional role. Who are you? This will be your opening sentence or introduction in your summary. Some examples are:

- Highly skilled researcher with background in sociological and mathematical analysis...
- Communication professional with non-profit, academic, and media experience...
- Seasonal sales and marketing leader with more than 15 years of Ad Tech experience...
- Multifaceted filmmaker and photographer with several years of experience in...
- Experienced professional completing a Master's degree in...

Create your personal branding sentence: _____

STEP 4: PUTTING IT ALL TOGETHER

Finally, assemble all of your resume phrases and edit for a stand out summary statement. On the next page are examples of what a final summary might look like.

SUMMARY EXAMPLES

SUMMARY

Program Specialist with an advanced graduate degree and experience guiding and advising international graduate students and grantees from more than 150 countries. Well versed in university application databases and application reviews. In-depth knowledge of Department of State's education and cultural exchange sponsored programs, including J1 Visa regulations and SEVIS database. Adept at leading teams and projects including hiring, training, reviewing and interpreting directives, and supervision. Possess excellent time management, multi-tasking, attention to detail, and organizational skills.

CAREER SUMMARY

Social scientist with more than 5 years experience in project management, policy research, and communications. Experienced in managing cross-national teams, liaising with diverse stakeholders, and fostering collaborative partnerships. Strong background in quantitative research related to climate change and environmental policies using econometric models, spatial analysis and demographic methods.

CAREER PROFILE

Experienced educator seeks to channel research and editing expertise obtained through six years of graduate study and four years of teaching into a position that provides a richer literary experience for the wider public.

- Doctoral-level experience in analysis of data and interpretation of historical and cultural trends
 - Broad familiarity with literatures and literary developments of various cultures and academic disciplines
 - Strong writing and proofreading skills, including the teaching of these skills to university students
 - Efficiently and deftly managed multiple projects while teaching and delivering conference papers
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PROFESSIONAL SUMMARY

Trilingual graduate with a Master of Arts in Sustainability studies and experience working in non-profit organizations as a program developer and consultant, as well as in an international UN agency. Strengths include communication, organizational, research, writing, and social media skills.

PROFESSIONAL QUALIFICATIONS

Project management specialist with top-notch interpersonal skills, strong attention to detail, and excellent program advancement record. Confident and comfortable presenting data and analysis to clients. Organized, efficient, and resourceful; able to manage multiple projects successfully and simultaneously. Possesses exemplary time management skills and commitment to client service. Capabilities include:

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|-------------------------|-------------------------|------------------------------------|
| • Data-driven marketing | • Writing and editing | • Cross-functional team leadership |
| • Digital advertising | • Research and analysis | • Budget management |
| • Media analytics | • Public speaking | • Client training |