

SUMMARY/PROFILE STATEMENT DEVELOPMENT

A summary on a resume consists of 4 to 7 typewritten lines and should communicate who you are and what you can do for a company. An effective summary will drive the content of the rest of your resume and should always contain four key elements:

1. **Branding** - who you are professionally - your functional title and level
2. **Hard skills** - your specific areas of functional expertise
3. **Soft skills** - your strengths, experience and attributes
4. **Impact** - your overall impact/contribution

➤ **1st Sentence:** Describes your work experience and who you are in broad terms.

➤ **2nd Sentence:** Special expertise -- what is your current focus.

➤ **3rd Sentence:** Recognized for... what other major skills do you possess?

➤ **4th Sentence:** People/team skills.

➤ **5th Sentence:** Other skills/languages; i.e., special computer expertise.



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SAMPLE SUMMARY

SUMMARY

INEFFECTIVE Summary

Department manager for 15 member department in large marketing firm. Managed schedules and oversaw daily department duties and workflow.

GOOD Summary

Accomplished department manager with 10 years experience. Created highly synergistic department of 15 creative marketing employees that generated over \$5 million dollars in annual sales through applying teamwork and incentives/rewards.

Senior **Mechanical Engineer** highly adept at driving production development efforts for existing products and new products. Extensive experience in precision manufacturing, aerospace and automotive industries. Skilled in variety of engineering environments and capacities from design of complete industrial vehicles, electro-mechanical components, and testing of hydraulic systems. Flexible. Expertise in:

- Design Engineering
- Project Management
- Product Development
- Quality Assurance
- Regulatory Compliance
- ISO 9000
- Vendor Management
- Customer Service
- Construction

Process-oriented **Material Planner** who consistently provides proper flow of raw material and finished goods to achieve sales, production and inventory goals. Expert in all aspects of materials planning including transportation logistics, procurement, inventory control, production build plans and various MRP/ERP systems. Uses communication, organizational, analytical and problem solving skills to ensure on time order delivery.

Chief Executive Officer with a proven track record leading Fortune 100 firms to sustained profitability. Specializes in start-up and turn-around operations. Broad experience including general management, marketing, strategic planning, cross-border business applications, product development and e-Commerce. Adept at optimizing global resources, generating significant cost savings and promoting innovative solutions in complex environments.

Frequent industry keynote speaker at large conferences. Expertise includes:

- Financial Modeling
- Operational Efficiencies
- Margin Enhancement
- Vendor/Outsourcing Strategy
- New Business Initiatives
- Customer/Service Enhancements
- Talent Development & Utilization
- Global Operations

Reliable **Electronics Assembler** experienced in assembling and modifying electrical and electronic equipment including computers, motors and batteries. Always willing to work overtime. Consistently completes work accurately and on time. Certified in ISO 9001 standards. Technical skills include:

- Reading and understanding drawings, blueprints and schematics
- Knowledge of Windows 95, 98 and document view system (DVS)
- Soldering and crimping including surface mount technology (SMT)
- Hand tools including screwdrivers, pliers, cutters, wrenches



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Resourceful **Administrative** professional with extensive experience providing support to executives and departments. Skilled in coordinating conferences, projects, meetings and travel arrangements. Able to balance the needs of management, provide excellent customer service, and maintain confidentiality and schedules with ease. Utilizes strong organizational, planning, and communication skills towards improving operational efficiency. Proficient in MS Outlook, Word, Excel and PowerPoint.

Strategic **Human Resources** professional with broad experience implementing a variety of programs contributing towards employee development and productivity. Highly effective in partnering with managers to influence employees towards achievement of organizational goals. Exceptional interpersonal and written communications skills. Known for ability to assess and resolve a wide range of issues. Expertise includes:

- Employee Relations
- Learning & Development
- Talent Management
- Recruitment & Selection
- Performance Management
- Teambuilding

Supply Chain professional with proven success achieving on-time delivery metrics while minimizing on-hand inventory levels. Comprehensive background in purchasing, distribution and demand and supply balance. Disciplined problem-solver with excellent analytical and negotiation skills and a commitment to continuous improvement. Experienced in several Enterprise Resource Planning (ERP) systems including SAP. *Six Sigma Black Belt*.

Business Development executive with a proven track record of identifying market opportunities to increase revenues and market share. Skilled in clarifying issues, advocating solutions, mobilizing cross-functional support and facilitating decision-making in complex situations. Excellent leadership, problem solving and relationship building skills. Expertise includes:

- Partner & Alliance Management
- Major Account Management
- New Business Creation
- Corporate & Product Strategy
- Licensing & Acquisitions
- International Business Arrangements

Technical Writer and Editor with strong background in high tech and scientific communications. Consistently produces well written, thoroughly edited books, manuals, reports, periodicals, web-based content, press releases, and marketing materials ahead of schedule and below budget. Major strengths include ability to liaise with internal departments, subject matter experts, and target audiences and successfully integrate customer concerns and requirements into effective written material.

Analytical **Senior Software Engineering** professional with extensive experience in all phases of software development life cycle. Effectively analyzes, designs and implements global enterprise e-commerce products with multi-tier client server architecture that encompass micro, server, mid-range and mainframe computers. Enhances existing systems with new features and performance improvements. Core strengths in:

- Object-oriented Design & Programming
- Product Conception, Design & Specification
- Cross-Function Communication
- Data Model & Database Programming
- Leading Project Teams
- Troubleshooting & Problem Solving



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Performance-driven corporate attorney with broad-base experience in general corporate law with major energy company. Special expertise in merger, acquisition, real estate asset, and lending transactions involving such assets. Recognized for strong interpersonal, communication, and negotiation skills used to build consensus on difficult business issues. Team member with demonstrated ability to clarify terms and draft final documents. Early experience in private practice. International experience in both upstream ventures and downstream operations.

Twenty-one years of successful supervisory experience in repair/manufacturing. Collaborative and inclusive supervisor with the skills to motivate a diverse group of employees to produce at the highest levels. A dedicated, dependable problem solver who can direct the necessary processes to meet corporate revenue/efficiency goals. Dedicated to meeting customer specifications/schedules with quality.

Dynamic executive with 25 years of successfully leading training/development, sales, and customer service functions for both domestic and international operations. A progressive leader with superior project management, communication, and motivation skills and the proven ability to develop and implement strategic plans that increase productivity, enhance revenue and improve customer satisfaction. Recognized as an effective facilitator and outstanding public speaker.

Highly self-motivated individual with ten years of successful experience as a Materials Coordinator, Supply Chain Specialist, Buyer II and Site Manager of Integrated Supply. Committed to continuing education, analyzing problems, developing solutions, and improving processes through team work and customer satisfaction both internal and external.

Senior product development professional with proven leadership abilities. Skilled in building strong, effective teams driven to achieve business objectives. Hands-on approach to project and personnel management. Broad technical background with integrated product and processing knowledge. Expertise in creative product development and commercialization. Experienced in acting as a R&D technical liaison at global level within the company and externally with vendors and service providers to facilitate research and development efforts.

A results-oriented leader with a hands-on management style and progressively responsible experience in business operations, fleet operations or purchasing. An effective communicator with excellent negotiation skills, a strong customer focus and the demonstrated ability to manage with an eye to the bottom line. Recognized for ability to interact with individuals at all organization levels. A record of success in process improvement, policy development and cost containment.



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Recruiting/staffing experience in a manufacturing environment with a teamwork approach. Exceptional interpersonal communication skills, both written and verbal. Strong ability to effectively multi-task in a fast-paced office environment, motivated towards achieving set goals and deadlines in a timely manner, experienced in working with diverse groups.

Highly motivated, creative and versatile real estate executive with seven years of experience in property acquisition, development and construction, as well as the management of large apartment complexes. Especially skilled at building effective, productive working relationships with clients and staff. Excellent management, negotiation and public relations skills. Seeking a challenging management position in the real estate field that offers extensive contact with the public.

Over 10 years as an organizational catalyst/training design consultant with a track record of producing extraordinary results for more than 20 national and community based organizations. A commitment to human development and community service. Energetic self-starter with excellent analytical, organizational, and creative skills.

Financial Management Executive with nearly ten years of experience in banking and international trade, finance, investments and economic policy. Innovative in structuring credit enhancement for corporate and municipal financing. Skilled negotiator with strong management, sales and marketing background. Areas of expertise include (a bulleted list would follow this paragraph.)

Health Care Professional experienced in management, program development and policy making in the United States as well as in several developing countries. Expertise in emergency medical services. A talent for analyzing problems, developing and simplifying procedures, and finding innovative solutions. Proven ability to motivate and work effectively with persons from other cultures and all walks of life. Skilled in working within a foreign environment with limited resources.

Highly competent results oriented project manager experienced at completing large projects on time and budget. Demonstrated skills in formulating business requirement and supporting project documentation, successfully managing project scope, stakeholders, risks and issues.

Human Resources professional with 15 years' experience. Special expertise in recruiting, employee relations, and development. Recognized by peers and managers for a "can do attitude" in motivating and providing career support to employees. Demonstrated pattern of strong leadership, problem solving, and effective communication skills. Thrives in a fast paced, changing work environment.

Friendly, detail-oriented customer service representative with over fifteen year's experience. Strong organizational abilities and good verbal and written communication skills. Shown repeated success in organizing projects, systems, and resolving customer service issues. Enthusiastic team player with a genuine commitment to high quality service. Proficient with Microsoft Word and standard office equipment.



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SAMPLE LEAD STATEMENTS FOR SUMMARIES

Ability to...
Able to...
Achieved reputation as...
Background includes...
Background of results in...
Career marked by...
Consistently achieved...
Consistently delivered...
Demonstrated ability to...
Demonstrated aptitudes include...
Demonstrated record of...
Dependable and reliable employee who...
Developed reputation as...
Diversified background in...
Diversified experience in...
Effective team member who...
Exceptional career history of...
Experience includes...
Extensive background in...
Extensive qualifications in...
High level of...
Knowledgeable in...
Known as...
Known for ability to...
Lifelong commitment to...
Lifelong interest in...
Possess skills in...
Previous background includes...
Proven expertise in...
Proven record of...
Proven track record of accomplishments in...
Recognized for...
Skills in...
Special expertise in...
Special interest...
Special skills in...



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DESCRIPTIVE ADJECTIVES FOR SUMMARY STATEMENTS

Customer-driven	Bilingual	Corporate
Results-oriented	Multi-lingual	Top-performing
Versatile	International	Forerunner
Detailed-oriented	Motivational	Excellent
Accurate	Motivating	Spearheading
Energetic	Senior	World-class
Hands-on	Executive-level	Sophisticated
Experienced	Skillful	Systems-oriented
Seasoned	Articulate	System-driven
Respected	Adept	Career
Highly...	Corporate	Outstanding
Innovative	Entrepreneurial	Astute
Creative	Passionate	High-impact
Organized	Goal-oriented	Talented
Visionary	Personable	Intuitive
Pioneer	Quality-oriented	Relationship-oriented
Strategic	Quality-driven	Rapport-building
Tactical	Positive	Aggressive
Key	Dynamic	Deal-making
Leader	High-profile	Dramatic
Strong	Driven	Mature
Profit-oriented	Decision maker	Charismatic
Imaginative	Problem solver	Highly qualified
Customer-oriented	Proactive	Highly successful
Result-driven	Logical	C-level
Solutions-oriented	Transformational	Persuasive
Solutions-driven	Evolutionary	Business-process oriented
Bottom-line oriented	Competitive	Fast-track
Change agent	Operations-oriented	Consummate
Business-oriented	Technology-oriented	Tenured
Champion	Financial	Responsible
Market-oriented	Technological	Intense
Market-driven	Sales-oriented	Savvy
Effective	Sales-driven	Broad
Efficient	Global	Insightful
Keen	Transactional	Technical
Consultative	Multi-tasking	Proven