

**How do I make resume get noticed?** Have an eye-catching summary statement. A summary statement is 2-4 sentences highlighting the professional strengths that you will bring to the position. Your summary statement should emphasize your skills and experiences, not what an employer can do for your benefit. You are presenting the qualifications you have to be selected for the interview.

## Components



Incorporate your top credentials into your summary. Highlight your key skills and knowledge that will help you to be successful in the role. Include both technical and interpersonal skills, as well as transferable skills. Also mention awards, achievements or initiatives that you've had in your professional career.



**Do:** Brainstorm a list of achievements, awards or recognitions.

**Example:** [Adjective] [noun] with [number] years of experience in [special skill], a proven ability to [relevant, measurable skills], and a strong background in [relevant contexts in which you have worked].

Highly-analytical and process-oriented data analyst with 5 years of experience and in-depth knowledge of database types; research methodologies; and a strong background in bit data capture and manipulation.



A job description will provide the skills that the hiring manager thinks is the most important. This is an employer's way of saying these are what I want in a candidate, and you need to demonstrate how your background complements these needs. Look through their lens as you are writing your resume. What is the most-valued skill in this target industry? It is your job to write your resume to meet their needs. You need to view yourself as a professional able to fulfill the responsibilities of the job, not as a student.

**Do:** Review the job description and understand the skills necessary to do the job. Determine which skills are the most common/emphasized. See if you can incorporate two or three of these key skills into your summary statement.

**Example:** Accountant with computer experience in advanced Microsoft Excel to create reports and deliver daily audit analysis.

## ADD CONTENT AND RESULTS TO BUILD RESUME EXPERIENCE

How does my background and experience align with the job description? What experience do I have that I can highlight?



### Relevant Experience

**Do:** Use phrase starters templates to help start the sentence and generate ideas.

**Phrase Starters:**

- Accomplished...professional with experience in...
  - Adept at international licensing and brand management
  - Experience in managing teams of 5-50 to exceed goals
  - Managed
  - Proven track record for...
  - Strengths include...
  - ...years' experience in ... industry
- 

### Summary Statement

Using your skills, the job description, and your experience, create 2-4 sentences that emphasize your professional strengths and demonstrate that you have the qualifications for an interview. The summary statement has replaced the objective statement.

**Examples:**

- Strategic finance professional with 4 years of success in financial analysis, report creation, and project management. Accomplished financial analyst who consistently exceeds deadlines and increases company revenue. Highly skilled at increasing productivity through detailed cost analysis. Excellent financial reporting, budget forecasting, management, and team building skills.
- Highly-analytical and process-oriented data analyst with in-depth knowledge of database types; research methodologies; and big data capture, curation, manipulation, and visualization. Furnish insights, analytics, and business intelligence used to advance opportunity identification, process reengineering, and corporate growth.
- IT security specialist with a passion and talent for aligning security architecture, plans, controls, processes, policies, and procedures with security standards and operational goals. Project leader with proven experience directing all phases of complex projects while managing, motivating, and mentoring global team members. Extensive experience developing and testing security architectures of cloud-based systems.
- Customer service professional committed to balancing company goals while helping all customers find satisfactory solutions. Customer-oriented full sales cycle SMB Account Executive with 3+ years of experience maximizing sales, crushing quotas, and building trusted, loyal relationships with high-profile clients. Experienced in taking clients through needs analysis and budget evaluation to find the solution to make them satisfied loyal clients. Resourceful problem solver who is adept at remaining calm in stressful situations and effectively assisting a variety of customers.