

## Summary Statement Examples

The Summary Statement is usually the first thing one sees on your resume following your letterhead with your name and contact information. It can actually be the ONLY thing one reads (and considers) in determining whether or not they are interested in pursuing you for a job possibility. It is 3-5 statements telling about:

- Your skill areas
- Your experience/ background level (in # years)
- The traits you uniquely bring
- Tweaked in the direction of your desire

There are many examples; here are a few possibilities for you to consider in writing your Summary Statement:

### Example 1

Dynamic, results-oriented Engineering Supervisor with comprehensive business skills and technical knowledge and 10+ years of success in industry. Strategic thinker and creative innovator, with proven analytical and problem solving skills in highly diverse communications and manufacturing environments. Strong manager, team builder and coach, with excellent communication, interpersonal, negotiation and customer service and support skills at all organizational levels. Energizing leader with diverse background, including 20 years military experience, adept at coordinating complex projects from concept to fully-functional status.

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Operations Management ▪ Engineering Management ▪ Strategic Planning  
Team Building ▪ Quality Assurance ▪ Lean Manufacturing ▪ Technical Innovation  
Resource Allocation ▪ Goal Attainment

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### **Example 2**

Dynamic twenty year Transportation career built on customer-driven management philosophy. Developed expertise in assessing employee as well as customer needs and assembling resources to address them. Proven track record in effective use of persuasion with managing resources in achieving company objectives.

### **Example 3**

Senior Sales professional who utilizes personal expertise and extensive sales success while contributing to an autonomous environment offering opportunities relative to decision making, account management, strategy, and interaction with district and area managers.

### **Example 4**

Accomplished, competitive professional with a track record of progressive and consistent top performance in the pharmaceutical industry over an eight year period. Resourceful and enthusiastic, quickly accepting additional responsibilities and leadership opportunities in achieving corporate goals. An adaptable team player with excellent organizational skills, who demonstrates ability to balance technical knowledge with interpersonal skills in presenting and disseminating critical information. Effective with planning, researching and coordinating with developed strength in maintaining positive work environment.

### **Example 5**

Accomplished executive with over twenty-one years' experience in healthcare, financial services, sales, marketing, training, and business operations management. Proven track record of significant contributions toward increasing top line revenue and bottom line profit. Capable, effective leader, trainer and motivator, effectively using a combination of analytical and interpersonal skills.

## Example 6

Jill-of-all-Trades – a consummate organizer and master juggler with fifteen years expertise developing and executing all aspects of marketing functions including Product Management, Marketing Communications, Marketing Programs and Channel Development. An energetic, creative team player with the ability to think outside the box while displaying a thoroughness and attention to detail. Demonstrates a high level of enthusiasm about projects and duties, as well as possessing strong organizational skills and the ability to deal successfully with multiple projects, people and priorities.

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Knowledge Areas		
◆ Market Research & Analysis	◆ Internet Research & Website Development	◆ Database Management
◆ Strategic Planning	◆ Advertising Placement & Scheduling	◆ Lead Retrieval & Literature Distribution
◆ Trade Show, Corporate & Special Event Coordination	◆ Direct Mail Campaigns	◆ Publication Relations Administration Management
◆ Copywriting, Editing & Proofreading	◆ Desktop Publishing & Print Production	◆ Visual Presentations

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## Example 7

Solutions-focused professional with three years of experience providing technical support to individual clients and small businesses throughout Western New York. Proficient in articulating complex concepts to clients of varying technical understanding. Well versed in both current and legacy hardware and applications,

with a proven ability to adapt and learn new technology and tools quickly. Strong understanding of both the sales and technical aspects of a rapidly-changing business, including employee training, performance development, time management and labor control. Outstanding interpersonal strengths illustrated by more than a dozen awards in both client satisfaction and service performance.

Technical skills include:

- OPERATING ENVIRONMENTS
- APPLICATIONS
- HARDWARE
- NETWORKING
- GENERAL EXPERIENCE
- Windows 9x/NT/2000/XP/Vista, OS X, Linux.
- Microsoft Office (Word/Excel/PowerPoint/Outlook), Norton/Symantec Ghost, Acronis
- Backup products, Eurosoft diagnostics (PC-Check, QA-Win32).
- Desktop and Laptop Intel/AMD architectures (including legacy), Windows Home Server
- Appliances, custom built PCs.
- Wired (10/100/1000), Wireless (802.11b/g/a/n), Bluetooth.
- Hardware replacement and upgrades, data recovery, low level OS repair (registry/file
- System), advanced malware removal, general PC optimization and maintenance, basic
- Server networking and authentication, Media Center installation and convergence.