

CAREER SUMMARY STATEMENT

The Career Summary Statement sets the tone and organises the information for the reader in advance. The summary draws from the body of the resume key words, industry-specific terms and core skills – all of which provide a brief, powerful statement of your professional brand, value and credentials.

This statement is like your 30 sec commercial.

The Career Summary opens with a brief statement that describes your functional expertise, and the industry in which you have the most experience, or in which you are most interested. From there, you will want to identify your top marketable skills; the four or five skills and strengths that will have the most appeal in the marketplace. For a graphic designer, those may be: “with eight years of experience in textile designing, illustration and desktop publishing.” In your next sentence or phrase, you may sell yourself further. For example, “Creative, innovative and a strong background in computer graphics applications”.

Sample Summaries

Inside sales professional with 10 years of experience in telemarketing and customer service in the publishing industry. Detail-oriented with strong skills in supervision, communication and problem solving.

Human Resource professional with expertise in the design, implementation and administration of Human Resource programs, processes and initiatives. Special skills in compensation design and administration, recruitment and employee relations. Extensive experience consulting on HR systems initiatives and collaborating with business partners.

Senior healthcare professional with broad experience in the management and operations of major patient care services. Special expertise in:

- *Profitability maximisation of clinical departments*
- *Capital and operating budget preparation*
- *Patient care quality assurance*
- *Technology assessment*