



CAREER CONNECTIONS

TEXAS WOMAN'S UNIVERSITY

Writing A Summary Statement

A summary is an optional first section of your resume that highlights your skills, achievements, and/or professional goals as a glimpse into what the employer will get in the rest of the resume. It is a good way to get the employer intrigued from the start.

Why a Summary is important:

- Helps synthesize your skills and achievements if you are not able to include all of your experience later on in the resume
- Lets employers know what a professional is offering from the get-go
- Highlights top marketable skills that will complement the bullet points later on in the resume (whether the experience is 100% relevant or not)
- All experiences come with marketable skills and can be positioned at the very beginning of a resume to give a glimpse of what kind of professional you are and want to become

Writing the Summary:

- It is located right underneath your name and contact information
- It can be formatted as 3-5 bullet points or as 3-5 sentences
- A summary is not an objective statement. The difference? An objective is 1-2 sentences or bullet points stating what you are seeking in your field
- Write the summary last. That way you can use what you have already written on your resume to form your summary on the topmost skills for the job you are applying for
- Choose your strengths and also cross-reference with what the job is asking for. Check out our resource [JobScan](#) to help you with this step
- Include your title in the first sentence/bullet point. (I.e. nursing student, Project Manager)
- If you have the experience follow up with the years of experience in number format (i.e. with 5+ years of customer service experience)
- A resume does not include "I," "me," or "my," and this goes for a summary as well

Remember, when writing a summary the focus is not necessarily on what you *want* from them but what you can *offer* them.

Once you've written it, read it out loud to yourself and see if you can step into the employer's shoes and answer the question they may ask you later, but definitely are



CAREER CONNECTIONS

TEXAS WOMAN'S UNIVERSITY

asking themselves since the moment they opened your application... ***Why should we hire you?***

Examples:

Goal-oriented project manager committed to bringing value to a dedicated team with 5+ years of customer service experience. Skilled in designing effective work plans, managing budgets, and closing successful projects. Capable of handling simultaneous tasks in a calm and professional manner. Experience in ensuring customer satisfaction while motivating employees to inspire a well-rounded, collaborative experience. Fluent in Spanish and Vietnamese.

Courageous and trustworthy nursing student striving to incorporate evidence-based techniques and strong organizational skills to encourage a holistic sense of well-being. Brings an open-mind and purpose-driven attitude when conceptualizing cases with an interdisciplinary team to ensure optimal results and patient safety. Exceptional interpersonal and communication skills used to foster relationships with patients and their families. Utilizes excellent teaching and critical thinking skills that can assist in monitoring a patient's physical health and overall satisfaction.

Focused financial manager adept at increasing work process efficiency and profitability through functional and technical analysis. Effective leader who excels at using proven methods to increase productivity and team cohesiveness. Well-versed in advising multi-billion dollar corporations, small businesses, and individual clients. Areas of expertise include asset allocation, investment strategy, and risk management.