

Summary Statement

The summary statement is an effective tool to communicate what you have to offer to a prospective employer. Think of it as your top five reasons why you think you are qualified for the position.

Your summary may include the following:

- State your years of **relevant** experience
- Highlight **job specific** skills
- Present **relevant** accomplishments
- Describe **relevant** personal qualities

Examples of Summary Statements:

Administrative Assistant

Over seven years of experience as an Administrative Assistant, working in fast-paced business environments. Skills include: typing 60+wpm, proficiently working with MS Word, Excel and presentation applications, coordinating and scheduling travel, special events and projects. Dependable professional possessing excellent organization and communication skills.

Accounting Clerk (Changing Fields from Electronic Assembly)

Recently completed a certificate program in accounting emphasizing Accounts Payable and Accounts Receivable as well as general bookkeeping. Over 8 years experience utilizing mathematical principles and performing very detail-oriented tasks. Dedicated employee committed to producing consistently accurate and high quality work.

Operations Manager

Over ten years of experience managing engineering operations at large hardware companies.

- Strong advocate for continuous process improvement to ensure premium product quality.
- Customer-service oriented and experienced with Corrective Action / Customer Returns processes.
- Proven leadership skills and management experience.
- Strong data analysis, report generation, and presentation skills.

Sales Manager

- Supervised 25 sales and marketing representatives responsible for generating 20 million dollars in sales per year.
- Consistently ranked in the top 2% of the company's 100-member sales staff.
- Familiar with implementing sales processes including: prospecting, qualifying leads, identifying industry leaders, performing market analysis, preparing proposals, making presentations and demonstrations, and proactive follow-up.
- Responsible for budgets in excess of 2.8 million dollars annually.
- Conducted market research to target specific industries resulting in 70% growth in profits within the first year.
- Trained, supervised and motivated staff as well as interfaced effectively with all levels of management.

Your Transferable Skills

FINANCE

_____ Accounting	_____ Balancing	_____ Forecasting	_____ Resolving
_____ Adjusting	_____ Bookkeeping	_____ Managing	_____ Solving
_____ Administering	_____ Calculating	_____ Planning	
_____ Allocating	_____ Computing	_____ Preparing	
_____ Analyzing	_____ Consolidating	_____ Projecting	
_____ Appraising	_____ Depositing	_____ Reconciling	
_____ Auditing	_____ Developing	_____ Record-keeping	
_____ Budgeting	_____ Estimating	_____ Researching	

CREATIVE

_____ Abstracting	_____ Discriminating	_____ Instituting	_____ Playing
_____ Acting	_____ Dramatizing	_____ Integrating	_____ Revitalizing
_____ Conceptualizing	_____ Drawing	_____ Introducing	_____ Sculpting
_____ Constructing	_____ Establishing	_____ Inventing	_____ Shaping
_____ Creating	_____ Fashioning	_____ Memorizing	_____ Sharing
_____ Customizing	_____ Founding	_____ Originating	_____ Singing
_____ Designing	_____ Generating	_____ Painting	_____ Synthesizing
_____ Developing	_____ Illustrating	_____ Perceiving	_____ Visualizing
_____ Directing	_____ Imagining	_____ Performing	_____ Writing
_____ Discovering	_____ Innovating	_____ Planning	

TECHNICAL / MANUAL

_____ Assembling	_____ Drilling	_____ Making	_____ Repairing
_____ Bending	_____ Driving	_____ Manipulating	_____ Setting-up
_____ Binding	_____ Engineering	_____ Moving	_____ Shipping
_____ Building	_____ Fabricating	_____ Operating machinery	_____ Solving
_____ Calculating	_____ Feeding	_____ Operating tools	_____ Sorting
_____ Controlling	_____ Fixing	_____ Overhauling	_____ Tending
_____ Cutting	_____ Grinding	_____ Packing	_____ Testing
_____ Delivering	_____ Handling	_____ Programming	_____ Typing
_____ Designing	_____ Installing	_____ Pulling	_____ Weighing
_____ Devising	_____ Lifting	_____ Punching	
_____ Diagnosing	_____ Maintaining	_____ Remodeling	

DETAIL / CLERICAL

_____ Approving	_____ Dispatching	_____ Inspecting	_____ Responding
_____ Arranging	_____ Dispensing	_____ Inventorying	_____ Retaining
_____ Cataloguing	_____ Distributing	_____ Logging	_____ Retrieving
_____ Checking	_____ Enforcing	_____ Monitoring	_____ Tabulating
_____ Classifying	_____ Executing	_____ Operating	_____ Screening
_____ Collating	_____ Extracting	_____ Organizing	_____ Specifying
_____ Collecting	_____ Facilitating	_____ Preparing	_____ Systematizing
_____ Comparing	_____ Filing	_____ Processing	_____ Transcribing
_____ Compiling	_____ Following through	_____ Proof-reading	_____ Validating
_____ Copying	_____ Generating	_____ Purchasing	
_____ Detecting	_____ Implementing	_____ Recording	

Your Transferable Skills

RESEARCH

_____ Analyzing	_____ Examining	_____ Interpreting	_____ Researching
_____ Ascertaining	_____ Experimenting	_____ Interviewing	_____ Surveying
_____ Clarifying	_____ Extracting	_____ Investigating	_____ Synthesizing
_____ Collecting	_____ Extrapolating	_____ Isolating	_____ Systematizing
_____ Critiquing	_____ Gathering	_____ Organizing	_____ Summarizing
_____ Deciding	_____ Identifying	_____ Reading	_____ Troubleshooting
_____ Diagnosing	_____ Inspecting	_____ Receiving	_____ Writing

HELPING

_____ Adjusting	_____ Demonstrating	_____ Leading	_____ Rendering
_____ Assessing	_____ Diagnosing	_____ Listening	_____ Representing
_____ Attending	_____ Directing	_____ Mentoring	_____ Servicing
_____ Caring	_____ Educating	_____ Motivating	_____ Speaking
_____ Clarifying	_____ Expediting	_____ Observing	_____ Understanding
_____ Classifying	_____ Facilitating	_____ Referring	
_____ Coaching	_____ Familiarizing	_____ Rehabilitating	
_____ Counseling	_____ Guiding	_____ Relating	

TEACHING

_____ Adapting	_____ Demonstrating	_____ Goal-setting	_____ Motivating
_____ Adopting	_____ Demystifying	_____ Guiding	_____ Performing
_____ Advising	_____ Developing	_____ Influencing	_____ Persuading
_____ Briefing	_____ Educating	_____ Informing	_____ Presenting
_____ Clarifying	_____ Enabling	_____ Initiating	_____ Stimulating
_____ Coaching	_____ Encouraging	_____ Inspiring	_____ Teaching
_____ Communicating	_____ Evaluating	_____ Instructing	_____ Training
_____ Coordinating	_____ Explaining	_____ Inventing	_____ Tutoring
_____ Deciding	_____ Facilitating	_____ Lecturing	_____ Valuing

MANAGEMENT

_____ Addressing	_____ Controlling	_____ Increasing	_____ Problem-solving
_____ Administering	_____ Coordinating	_____ Initiating	_____ Producing
_____ Analyzing	_____ Delegating	_____ Inspiring	_____ Recommending
_____ Anticipating	_____ Developing	_____ Managing	_____ Reviewing
_____ Appraising	_____ Directing	_____ Mentoring	_____ Scheduling
_____ Assessing	_____ Evaluating	_____ Motivating	_____ Strengthening
_____ Assigning	_____ Executing	_____ Organizing	_____ Supervising
_____ Attaining	_____ Expanding	_____ Overseeing	_____ Team-building
_____ Chairing	_____ Firing	_____ Piloting	_____ Troubleshooting
_____ Charting	_____ Generating	_____ Planning	
_____ Consolidating	_____ Hiring	_____ Policy-making	
_____ Contracting	_____ Improving	_____ Prioritizing	

COMMUNICATION

_____ Addressing	_____ Directing	_____ Learning	_____ Reading
_____ Arbitrating	_____ Drafting	_____ Lecturing	_____ Reasoning
_____ Arranging	_____ Editing	_____ Listening	_____ Reconciling
_____ Authorizing	_____ Enlisting	_____ Mediating	_____ Recruiting
_____ Collaborating	_____ Facilitating	_____ Moderating	_____ Selling
_____ Convincing	_____ Formulating	_____ Motivating	_____ Translating
_____ Corresponding	_____ Helping	_____ Obtaining	_____ Writing
_____ Counseling	_____ Influencing	_____ Persuading	
_____ Creating	_____ Interpreting	_____ Promoting	
_____ Developing	_____ Leading	_____ Publicizing	

Your Personal Qualities

- | | | | |
|-----------------------|---------------------|----------------------------|--------------------------------|
| _____ Adaptable | _____ Dynamic | _____ Observant | _____ Sincere |
| _____ Articulate | _____ Efficient | _____ Open-minded | _____ Straight forward |
| _____ Artistic | _____ Energetic | _____ Organized | _____ Thorough |
| _____ Calm | _____ Enterprising | _____ Out-going | _____ Tolerant |
| _____ Careful | _____ Enthusiastic | _____ Patient | _____ Willing to work overtime |
| _____ Cheerful | _____ Flexible | _____ Perceptive | _____ Work quickly |
| _____ Committed | _____ Goal-directed | _____ Positive attitude | _____ Work well under pressure |
| _____ Confident | _____ Hard working | _____ Produce quality work | |
| _____ Conscientious | _____ Helpful | _____ Professional | |
| _____ Consistent | _____ Imaginative | _____ Punctual | |
| _____ Cooperative | _____ Independent | _____ Purposeful | |
| _____ Creative | _____ Innovative | _____ Reliable | |
| _____ Decisive | _____ Insightful | _____ Resourceful | |
| _____ Dedicated | _____ Influential | _____ Responsible | |
| _____ Dependable | _____ Knowledgeable | _____ Responsive | |
| _____ Detail oriented | _____ Learn quickly | _____ Safety conscious | |
| _____ Diligent | _____ Methodical | _____ Sense of humor | |
| _____ Disciplined | _____ Motivated | _____ Show leadership | |

Your Job Specific Skills

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Writing Your Summary Statement

The summary statement should be a concise and powerful summary of who you are and why you are the best candidate for the targeted job.

In the spaces below write your specific job objective and then work sentence by sentence, referring to page 7 for examples.

Hints:

- Use the job description to identify relevant skills.
- Use the lists of transferable skills and personal qualities to identify your skills.

SPECIFIC JOB OBJECTIVE: _____
