Add a Headline to Your Resume

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A resume headline (also known as a resume title) is a brief phrase that highlights your value as a candidate. Located at the top of your resume under your name and contact information, a headline allows a recruiter to see quickly and concisely what makes you the right person for the job.

Resume headlines are ideal for candidates with lots of experience; a headline offers a way to condense your skills and work experience into a brief phrase to quickly impress the hiring manager. However, less experienced applicants can also use headlines to highlight personal attributes.

Tips for Writing a Resume Headline

Keep it concise. A resume headline should be one brief phrase; it should not even be a complete sentence. The goal is to concisely state your value as a candidate; anything longer than a phrase defeats the purpose of a headline.

Use keywords. Use keywords that demonstrate your skills or experience as related to the job application. Using words directly from the job application will demonstrate that you are a good fit for the job. If possible, use the job title in your headline.

Write a new headline for each job. While it will be a little extra work, be sure to create a new headline for each job application. After reading the job listing, make a list of your skills, experience, and attributes that make you a strong candidate. Then incorporate these into your headline.

Sample Resume Headlines

Goal-oriented Senior Accountant with Five Years of Accounting Experience

Successful Manager of Dozens of Online Marketing Campaigns

Cook with Extensive Fine Dining Experience

Award-winning Editor Skilled in Web Design

Detail-oriented History Student with Curatorial Experience

Army Veteran Awarded for Determination and Strong Work Ethic

Bilingual Nursing Graduate with Experience in Rural Health Care

Honor-roll Student with Tutoring Experience in Numerous Subjects

Resume Headlines vs. Resume Profiles

Resume headlines are similar to resume profiles: both provide a brief summary of an applicant's qualifications. However, a resume headline is one brief phrase, whereas a resume profile is a small paragraph or series of bulleted points. Headlines are thus even more attention grabbing than profiles.

Some applicants may include both a headline and a resume profile. They may include a headline to attract the reader, and then a profile to provide further information.

Examples of Headlines with Resume Profiles

Detail-oriented Worker with Administrative Experience

- Successfully implemented innovative scheduling system to more efficiently organize meetings and travel schedules.
- Strong customer service and communication skills.
- Fluent in Spanish.

IT Professional with Ten Years of Experience in Software Support
Skilled at operating in a wide range of platforms.
Excellent written and oral communication skills; capable of explaining complex software issues in easy-to-understand terms.

Sales Executive with Experience in Insurance and Healthcare Management
Created and implemented sales strategies to achieve 35% revenue growth per year. Highly effective management skills; able to motivate sales force and design incentive programs to achieve short and long-term sales goals.