

**Summary Statement:**

Your résumé is your marketing document and therefore should strategically position your skills, expertise and overall value to an organization's needs.

Substitute your career objective with a summary statement – a short bio that summarizes your expertise and highlights what you bring to the table.

*Start with...a phrase that summarizes who you are*

Examples:

- Experienced cashier
- Energetic customer service representative
- Motivated sales professional

*Add...your (soft) skills and abilities*

Examples:

- with ability to prioritize and manage conflicting demands.
- with excellent time management and communication skills.
- with strong interpersonal and organizational skills.

*Finish with...a statement of your technical or employability skills*

Examples:

- Exceptional technical skills including proficiency with Word, Excel and PowerPoint.
- Known for boundless creative energy and excellent communication and customer service skills.
- Detail-oriented and resourceful in completing projects.
- Accustomed to working in a fast-paced environment.

*Final summary statement:*

Example:

Energetic customer service representative with strong interpersonal and organizational skills. Accustomed to working in a fast-paced environment and resourceful in completing projects.