

Writing a Summary Statement for Your Resume



Know What You Have To Offer

Skills You Have To Offer	Adjectives to Describe Yourself

Tell Your Story In 5 Seconds

IF YOU'RE ALREADY AN EXPERT IN THE FIELD:

I am a _____ with [] years of experience providing _____, _____, and _____ for _____.

I am a _____ with a []-year career _____ for _____.

IF YOU'RE A RECENT GRADUATE:

I am a _____ graduate with [] years of training and experience in _____, _____, and _____ for _____.

IF YOU'RE CHANGING CAREERS:

I am a _____ professional with [] years of expertise in _____, _____, and _____ stemming from a career as a _____ for _____.