

## Examples of Resume Summary Statements

When writing a summary statement, remember to:

- tailor your summary to the organization and position you're targeting
- show how you can add value to the organization
- speak in specifics as much as you can

### Example 1 – Associate Magazine Editor

Associate Magazine Editor with over eight years experience. Versatile, trilingual professional (English, Spanish and Russian) with editing experience ranging in size from single web pages to the full layouts of multi-million dollar high fashion magazines. Ability to oversee and manage hundreds of individuals while ensuring on-time and within-budget completion of project deadlines.

### Example 2 – Curricula Designer

Self motivated math PhD with over a decade of experience with curricula. Analyzed, aligned, critiqued, and reviewed many widely used K-12 materials. Expert on state standards and the Common Core. Passionate about math, having tutored and taught at all levels, including test prep. Enthusiastic about designing and developing engaging, coherent, and high quality math curricula.

### Example 3 – Sales Manager

Proven B2B and B2C sales expert with nine years experience in Fortune 500 companies, including recognition as top sales associate for six of the nine years. Advanced interpersonal skills and the ability to tailor communications to all levels of an organization. Dedicated and skilled mentor looking to develop prospective sales people into a top-flight sales staff using an innovative and holistic approach.

### Example 4 – Administrative Assistant

Organized, versatile and reliable administrative assistant with 15 years experience who excels in managing multiple tasks, in scheduling people and resources, and in prioritizing competing responsibilities. Elite-level executive support skills, including the ability to manage a high volume of calls and email, facilitate door-to-door travel itineraries and provide in-person secretarial duties.