

The Purpose of a Skills Summary

Employers may get hundreds of applicants for any one job posting. Therefore, a resume is typically only viewed for approximately 30-60 seconds before the screener determines whether or not the applicant has made the first cut. A well-written skills summary allows the applicant to highlight his or her most marketable achievements or skill sets at the top of the resume, hopefully catching the employer's attention and enticing the reader to take a closer look at the applicant's experience.

What to Include in the Skills Summary

The best way to start writing a skills summary is to consult the job description for which you are customizing your resume. Look for the key skills, experiences, and qualifications required of the position. Then, reflect on your own experiences. What have you done that matches the employer's need? What measurable successes have you had that prove your qualifications? What makes you uniquely qualified for the position?

Getting Started

Once you have determined your unique and most compelling qualifications, you can begin formulating statements for your skills summary. Create statements that draw interest in specific accomplishments and compel the reader to look for further proof of your claims in the rest of your resume document.

EXAMPLE 1

Experienced Grad 23 West William Street • Chicago, IL 60057 • (857) 777-7777
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<i>SUMMARY</i>
<ul style="list-style-type: none">• Ten years of management experience within the retail sector• Demonstrate leadership ability, receiving two promotions within two years• Create effective teams through strong communication and measurable performance metrics• Recipient of 'Excellence in Leadership' award, given to the top manager from each region as nominated by peers

EXAMPLE 2

Ima I. Ugrad 1700 E 17 th Street, Bloomington, IN 47404 • 812-855-1111 • imaiugrad@indiana.edu
<p>Career Educator with ten years of college-level teaching experience Engage undergraduate students through interactive and approachable classroom style Experienced in multiple modalities of teaching career development including live classroom and online forum</p>

EXAMPLE 3

DOUG DOE

3000 Brush Drive
Dallas, Texas 75229

(214) 366-4321
douglasdoe@yahoo.com

Director of Finance

Financial professional with over 10 years of progressive experience in diverse roles within finance and treasury organizations. Highly motivated individual with a proven ability to generate results. MBA from a Top-20 program.

Financial Analysis
Management Reporting
Budgeting and Forecasting
Commercial/Pricing Support

Customer Facing
Due Diligence
Financial Modeling
Business Valuation

Auditing
Financial Structuring
Cash Flow Management
Industry Analysis

EXAMPLE 4

Eva Eventplanner

1212 Michigan Avenue, Chicago, IL 60067
888-454-4444, eeventplanner@alumni.iu.edu

SUMMARY OF QUALIFICATIONS

Public Speaking

Engage audiences of up to 500, speaking on topics including women's leadership and contemporary leadership theory
Featured on The Today Show and Good Morning America

Event Planning

Manage large scale events attracting up to 10,000 participants
Execute event budgets exceeding \$500,000

Client Management

Provide exceptional customer service while managing five to 10 accounts simultaneously
Obtained four new clients in 2012 through client referral for outstanding service