

Building a Summary Statement

The summary statement gives the resume reader a concise introduction to you and should include your area(s) of expertise, industry background, computer knowledge and very specific industry skills and personal traits and values. With this summary, you can select the keywords about your background that you want to stress. Selecting the right introduction to your resume is to your advantage since you want it to catch the reader's eye and you may only have 5-10 seconds of their time to do so.

Outline your skills and experience

To show how a summary can be built, the following is an example of one individual's skills and experiences and how they can be used to create a summary statement. First, the job seeker lists his skills and experience in three different categories:

Industry Experience

- Extensive experience in academic publishing
- Worked in various business settings including legal and medical publishing, executive recruiting
- Familiarity with European-based publishers
- International business experience

Specialized Skills / Computer Knowledge

- Solid research and database skills with working knowledge of FileMakerPro, Access, XHTML, other
- Knowledge of Italian and French
- Managed budgets of \$22.5M
- Supervised staff of marketing professionals
- Specialized Certificates or Licenses

Personal Traits / Work Style

- Extreme pride in quality of work
- Recognized as professional, easily adaptable, innovative and willing to accept challenges
- Excellent writing skills
- Well-organized individual who works well both independently and with teams
- Attention to detail resulting in better organization and efficiency for work environment

Write and format the summary statement

With his skills and experience inventory at hand, the job seeker can then draft the summary statement. See the following page for three different summary statement samples in three different formats from the same skills and experience list.

SAMPLE FORMAT - OPTION #1

SUMMARY

Master's level librarian with strong business and marketing research experience in various industries including banking, healthcare and academic publishing. International business experience and knowledge of Italian and French languages. Proficient in the use of print and online resources with excellent working knowledge of XHTML, FileMakerPro, Access Factivia, Dialog, Nexis. Detail-oriented professional resulting in better organization and efficiency for work environments.

SAMPLE FORMAT- OPTION #2

SUMMARY OF QUALIFICATIONS

- MLS with strong business and marketing research experience in banking, healthcare and academic publishing
 - Excellent working knowledge of XHTML, FileMakerPro, Access, Factivia, Dialog, Nexis
 - International business experience and knowledge of Italian and French
 - Detail-oriented professional resulting in better organization and efficiency for work environments
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SAMPLE FORMAT- OPTION #3

EXPERIENCED LIBRARIAN

Master's level librarian with strong business and marketing research experience in various industries including banking, healthcare and academic publishing. International business experience and knowledge of Italian and French. Proficient in the use of print and online resources. Detail-oriented professional resulting in better organization and efficiency for work environments

Areas of Expertise

Integrated Library Systems
Online Research
Collection Development

Electronic Databases
Cataloging
Innovative Interfaces

Program Planning
Social Media