

## RESUME SUMMARY STATEMENT CHECKLIST

A summary statement, also known as a professional summary or resume summary, is a short introduction at the beginning of your resume that describes your top selling points and what you can do for the employer. It highlights your experience, skills, and accomplishments.

Create a statement that catches the employer's interest to read the rest of your resume and contact you for an interview! Summary statements are used by recent college grads, career changers, and experienced professionals.

### Consider the following in writing your summary:

- ✓ Complete your resume first and use it as a guide to what to include in your summary statement.
- ✓ Limit the length of summary to 3-4 lines to ensure it gets read. Large blocks of text are often passed over in a review of a resume.
- ✓ Do not use personal pronouns – No “I”, “Me”, or “My”.
- ✓ Include academic accomplishments and leadership experience.
- ✓ Add professional interests and passions significant to position.
- ✓ Integrate technical and non-technical skills.
- ✓ Incorporate keywords from the listing in your resume summary. This will help the employer see how you are a good fit for the job.
- ✓ Make sure to proofread carefully to avoid spelling and grammar errors.

## **SAMPLE SUMMARY STATEMENTS**

### **Assistant Restaurant Manager**

Experienced hospitality professional with strong knowledge of the industry and consistent record of providing support for daily restaurant operations and outstanding customer service. Hold National Restaurant Association *ServeSafe* and State of Illinois Food Service Sanitation Manager Certifications. Passion for working in-front of and back-of house with focus on creative food service, teamwork, and leadership.

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### **Customer Service Representative**

Strong focus on customer service with experience building positive relationships with clients/customers, team members and management. Ability to use sales skills, entrepreneurship techniques and business acumen. Utilize leadership and mentoring skills to contribute to employer and community. Fluent in Spanish and English.

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### **Health Information Technology**

Health Information Technologist with outstanding record of accuracy and compliance with regulations and standards of field. Experience in managing security and confidentiality of patient records and doctor files. Focus on data abstraction using core competencies including:

- Electronic Medical Records
  - 3M Encoder
  - MEDCIN
  - ICD-9-CM Coding
  - VistA
  - CPT Coding
  - Data Abstraction
  - Microsoft Office
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### **Radiologic Technologist**

#### **Summary Of Qualifications**

- Well-developed skills in creating and evaluating radiographic images
  - Solid ability in reading technique charts and programming X-ray units accurately
  - Excellent record in performing special advanced radiologic procedures including cardiovascular imaging, neuroradiography, and radiography of reproductive system
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### **Graphic Arts Technology – Graphic Design**

Creative, client focused graphic designer with solid understanding and experience in print and digital media design. Proficient in Adobe Creative Suite, detail-oriented, with exceptional problem-solving skills. Ability to work in a fast-paced environment while meeting strict deadlines. Excellent verbal and written communication skills and ability to work collaboratively as well as independently to complete projects.

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### **Certified Nursing Assistant**

Compassionate, patient-centered Certified Nursing Assistant with a passion for providing a high standard of care. Ability to take vital signs and assist patients with personal hygiene and activities of daily living. Strong work ethic, dedicated to ensuring patient safety and comfort, while maintaining confidentiality. Excellent prioritization, critical thinking, and collaboration skills.

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### **CNC Machining**

CNC machinist with knowledge of programming, monitoring, troubleshooting, and maintaining CNC devices. Ability to set up and operate CNC machines including drills, lathes and milling equipment. Strong technical and mechanical aptitude with attention to detail and accuracy. Additional competencies include:

- Read and interpret blueprints, drawings and schematics
  - Perform routine machine maintenance, and monitor tool wear
  - Maintain safe operations by adhering to safety procedures and regulations
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### **Medical Assistant**

Certified Medical Assistant dedicated to providing exceptional patient care. Experience working in a fast-paced healthcare setting, scheduling appointments, answering calls, and taking patients' medical history. Expertise in both clinical and administrative duties. Excellent communication and critical thinking skills and the ability to build positive relationships with patients, family members, physicians, and other healthcare professionals.