

# Your Resume Summary: 10 Helpful Hints

The resume summary has become the most important part of a resume today.

Objectives, qualifications and statements no longer rule. The summary section ties everything in your resume together so that a hiring manager has a nice, concise overview of you.

For communications people, it can also show a hiring manager that you can't be concise, succinct or write well. Here are some tips:



- 1. Eliminate the pronouns.** Resumes should not contain I, he/she. They should be written as if you are the subject.
- 2. Keep it short.** Summaries should be 4-6 lines, maximum.
- 3. Eliminate buzz words.** Team player, innovative, highly motivated, are unnecessary buzz words. If you can't prove it, don't list it.
- 4. Sell yourself.** Make sure to tailor your summary for the position.
- 5. Don't include non-sequitur information.** Your summary is

an outline of who you are as a professional and what you are capable of doing. It's not a place to highlight personal or non-relevant data.

**6. Do not list specifics.** Your summary is not the place to explain. It's a short and sweet marketing statement about you.

**7. Use bullets.** Recruiters scan resumes, so make your summary as easy to read as possible.

**8. Avoid jargon.** You don't know who will be reviewing your resume on the first pass. Make sure everyone can understand what you do. Avoid technical industry terms and abbreviations.

**9. Don't exaggerate.** A summary is for the facts and just the facts. It's what you have done, not what you think you could do.

**10. Personal information should not be included.** Do not include anything that could be taken as discriminatory.

A resume summary is very difficult to write. Stick to these pointers and it will help you through the process.