

## Creating a Summary

### **SHOULD YOU CREATE A SUMMARY OR PROFILE SECTION AFTER YOUR NAME AND CONTACT INFORMATION?**

A Summary section is useful for someone with a great deal of relevant experience. Many students assume that the summary section is used to communicate what type of work and skill experience they are seeking. A Summary is not a summary of who you are but a summary of your qualifications that meet the job requirements. The Summary section allows a job seeker to take something from their past and move it up to the top of their resume, demonstrating how they meet at least 3 job requirements.

### **STRUCTURE**

The summary or profile can be structured as a few bullet points. You should be providing a snapshot of your most prominent accomplishments and/or qualifications. This section goes right below your contact information on your resume so it's the first thing a resume reviewer will read.

### **EXAMPLE**

#### **SUMMARY**

- Industrial engineering student with \$820,000 of successful project management history and diverse engineering work experience.
- Six-Sigma/LEAN/VSM certified with two internship experiences within large industrial environments.
- Board Member for Society of Women Engineers, handling employer engagement and fundraising.