

## Career Development Center

### The Professional Summary

#### Describing transferable skills on your resume

Brief story elements like a professional summary and context statements create a personal brand and differentiate you from other job candidates. In describing your work experiences, mention more than tasks and duties. Express how the job environment manifested your skills and motivations.

A summary (also called a Professional Profile or Professional Highlights) labels the themes within your resume and communicates the keywords expected by an employer and scanned for by applicant tracking systems. These items are:

- Buzzwords or jargon that shows a familiarity with the industry's knowledge-base.
- Skills, strengths and transferable experiences.
- Reflection of the advertised job description

A resume's summary statement should be changed with each submittal of a resume.

#### Examples of Summary Statements

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Financial Analyst with experience in banks and lending offices with the ability to:

- Design/implement financial models using MS Excel.
  - Analyze annual budgets, quarterly financial data, cash flow forecasts, as well as analyze bank financial statements, determine bank risks, and detail conclusions for periodic reports.
  - Perform due diligence for mergers/acquisitions
  - Familiar with Sarbanes-Oxley (SOX) compliance regulations.
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#### Retail Manager

Experienced in all aspects of mid-sized store management. Accomplished in same-store sales increases, employee training and retention, inventory control, promotional marketing, and loss prevention. Thorough understanding of POS, logistics, food supply handling, and P & L.

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Customer Service professional with three years experience in merchandise returns, customer complaint resolution and training new employees. Recognized for providing quick and pleasant service while maintaining store return standards.

Contributed to departmental performance improvements that were instituted corporate-wide.

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High energy, motivated management professional. Adept at leading successful teams and managing strategic initiatives with the greatest impact on the organization's bottom line.

Proficient at ERP and CRM implementations. Extensive experience as a problem-solver and facilitator. Project management certified.

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## Using Context Statements

Context statements describe an aspect of your experience that is transferable to the job targeted with your resume. Write about something that made your experience distinct or special. For example, the scale of the company's operations, the company's market share/industry ranking or market niche served; their competitive advantage, your individual promotions, performance awards, accomplishments, etc. Sometimes, the organization's mission can provide content. A context statement does not replace a bullet-pointed list of tasks.

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### **Sales Associate** (2007-2009)

#### **Abt Electronics**, Glenview, IL

*A family-owned business effectively competing against larger, nationally branded electronic and appliance chain stores by using a competitive advantage in customer service quality and product knowledge in high-end appliances and electronics.*

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### **Manager** (2005-present)

#### **Blockbuster Video**

*Promoted through five levels to current position as manager at the highest volume store unit in the Chicago region. Recognized for abilities in training and motivating staff, demonstrating initiative and responsibility.*

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### **Assistant Freight Broker** (2007-2009)

#### **SeaLand Corporation**, Chicago, IL

*An international exporter of \$8 Billion in US agricultural products to Asian markets. Employs the largest freight brokering department in US with a staff of certified freight brokers and attorneys. The department has created many improvements in the freight brokering industry.*

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### **Teacher** (2010-present)

#### **Highland Park School District**

*Experienced a diverse classroom environment with a high percentage of Latino students, children from a nearby naval base whose families transfer schools frequently, and students from high-income families. The classroom environment was fully equipped with smart technology and materials. School staff possessed high morale and involvement in the school's direction.*

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### **Teller** (2004-2008)

#### **Bank of America**

*The largest US bank in as measured by holdings. Learned to operate in a highly structured, procedurally-based environment. Learned effective customer service skills and suggestive selling techniques.*

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### **Case Worker** (2009-2010)

#### **Youth Outreach Services**

*A Chicago area non-profit focusing on severely at-risk youth, providing foster-care support, counseling, and transitional living services.*