

Resume Summary

Cheat Sheet



NOTE: Below you will find some useful examples of **resume summary statements** that fit three different positions and levels of experience.

The most important thing for you to remember is to “tailor” your resume summary to the company and position you are interviewing for, meaning, always speak in specifics whenever you can. And remember, you want to show how you add value to the company, not just brag about your accomplishments!

Position 1

Associate Magazine Editor

Associate Magazine Editor with over eight years of experience. Versatile, trilingual professional (English, French and Spanish) with editing experience ranging in size from small personal blogs to multi-million dollar high fashion magazines. Ability to oversee and manage hundreds of individuals while ensuring timely completion of project deadlines all while remaining on or under budget.

Position 2

Administrative Assistant

Organized, versatile and reliable administrative assistant with fourteen years experience who excels in multi-tasking, scheduling and prioritizing. Elite-level executive support including the ability to manage a high volume of calls and emails, facilitate door-to-door travel itineraries and provide in-person secretarial duties.

Position 3

Sales Manager

Proven B2B and B2C sales expert with nine years experience in Fortune 500 companies, including recognition as top sales associate for six of the nine years. Advanced interpersonal skills and the ability to articulate easily with all levels of an organization. Dedicated and skilled mentor looking to mould prospective salespeople into top-flight sales staff using an innovative and holistic approach.

**Thanks for downloading the Resume Summary “Cheat Sheet”!
If you need more in depth information be sure
to visit theinterviewguys.com**