How to Write A Resume Summary

An Employment Readiness Guide

Purpose

This guide will help you write your resume summary. Your summary is the first thing recruiters look at when viewing your resume. The purpose of a summary is to highlight your most relevant professional skills and accomplishments. As a career transitioner, it also allows you to control your narrative. Remember that we are looking for 3-4 sentences that explain who you are and what you bring to the table, why you are transitioning into web development, and what you want to accomplish in your career.

Instructions

1. Make a copy of this document.
2. Review the example below to see how your summary should be structured once completed.
3. Utilize the brainstorming section to identify potential information to include.
4. Choose what you would like to highlight from your brainstorming section and put it all together in paragraph format.

Example

"Professional Software Developer and Air Force/Army Veteran with 20+ years of military experience in cultivating teams, managing projects, and finding solutions to complex challenges. Leveraging full-stack skills merged with a passion for programming to build innovative, secure, and accessible solutions that contribute to the growth of productive software applications."
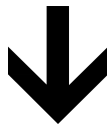
Brainstorming Section

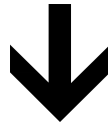| 1. List Five Adjectives You or Others Would Use to Describe Yourself |
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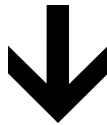
2. List Most Relevant Skills or Experience

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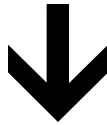
3. What Inspired Your Transition to Web Development?

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4. What Do You Want to Accomplishment As a Developer?

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Put it All Together