

Sample Resume Objective Statements

- Obtain a position at XYZ Company where I can maximize my management skills, quality assurance, program development, and training experience.
- Account executive trainee at ABCD advertising agency.
- Position as clinical practice assistant for health maintenance organization, utilizing writing, research, and leadership skills.
- Elementary education teacher at small independent school.
- Customer service management where my experience can be utilized to improve customer satisfaction.
- Create integrated strategies to develop and expand existing customer sales, brand/product evolution, and media endorsement.
- Management position where I can effectively utilize my expertise in human relations, project management, and staff recruitment and retention.
- Marketing position that utilizes my writing skills and enables me to make a positive contribution to the organization.
- Search engine optimization position where I can use my SEO skills and experience to increase site traffic and search engine placement.
- To secure a position with a well established organization with a stable environment that will lead to a lasting relationship in the field of finance.
- To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.
- Experienced HR Coordinator who enjoys challenge seeking opportunity to learn and improve skills.

<http://jobsearch.about.com/od/sampleresumes/a/sampleobjective.htm>

How to construct a summary statement

The summary statement needs to convey some very key information in as brief a manner as possible. About three sentences highlighting your strongest attributes focused on the needs of the job. Each sentence can be constructed in a variety of ways. Below are examples of sentences and how each is constructed, you can write as many statements as you like and then choose which ones to include.

Start with who you are and what you can achieve, for example:

Highly competent results oriented project manager experienced at completing large projects within time and budget.

Or

Who you are and where you have worked, for example:

Project Manager with 15 years of experience in Education administration with Universities, colleges and further education.

or

Who you are and what you do, For example:

Experienced retail manager, with a passion and successful track record in taking empty retail premises through to opening and establishing a regular loyal customer base.

Then add:

Some of your major knowledge and experiences, for example:

Extensive business process knowledge, technical experience and track record of sustaining HR and Financial systems and applications

or

Some of your people skills, for example:

Utilizes leadership, communication and interpersonal skills to build teams that meet/exceed goals.

or

Some of your technical skills, for example:

Demonstrated skills in formulating business requirements and supporting project documentation, successfully managing project scope, stakeholders, risks and issues.

End with:

Some of your technical skills, for example:

Proficient in MS Office, Internet research, Adobe Photoshop, MAC, and PC.

or

Some of your qualifications, for example:

Master of Business Administration, BA Business and finance, CPA,

Complete summary statement examples:

Project Manager with 15 years of experience in Education administration with Universities, colleges and further education. Extensive business process knowledge, technical experience and track record of sustaining HR and Financial systems and applications. Utilizes leadership, communication and interpersonal skills to build teams that meet/exceed goals. PMP Certified.

or

Highly competent results oriented project manager experienced at completing large projects on time and budget. Demonstrated skills in formulating business requirements and supporting project documentation, successfully managing project scope, stakeholders, risks and issues.

In conclusion, focus on demonstrating in the summary statement that you are the right person for the job and your competency stands out from the crowd

<http://ezinearticles.com/?How-to-Write-a-Resume---Summary-Statement&id=1623467>

Power Verbs For Your Resume

Planning

Example: Developed & implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategize
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Planned	Reserved	Tailored

Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Cataloged	Designated	Logged	Routed
Activated	Centralized	Designed	Mapped out	Scheduled
Adjusted	Charted	Dispatched	Neatened	Selected
Allocated	Classified	Established	Obtained	Secured
Altered	Collected	Facilitated	Ordered	Simplified
Appointed	Committed	Housed	Organized	Sought
Arranged	Confirmed	Implemented	Procured	Straightened
Assembled	Contracted	Incorporated	Programmed	Suggested
Assessed	Coordinated	Instituted	Recruited	Tracked
Assigned	Customized	Issued	Rectified	Tracked
Authorized	Delegated	Linked	Retrieved	

Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Displayed	Input	Processed	Sold
Administered	Distributed	Installed	Produced	Stocked
Carried out	Entered	Labored	Proofed	Transacted
Collected	Exercised	Merchandised	Prospected	
Completed	Forwarded	Operated	Proved	
Conducted	Handled	Performed	Shipped	

Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Set
Apportioned	Discovered	Licensed	Policed	Scrutinized
Assessed	Established	Maintained	Prohibited	Supervised
Certified	Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated	Tightened
Controlled	Graded	Monitored	Reviewed	Traced
Corrected	Inspected	Officiated	Revised	Updated

Leading

Example: Trained 20+ new employees in customer service policies over a 2-year period

Accelerated	Elected	Guided	Mentored	Spearheaded
Assumed	Employed	Hired	Motivated	Stimulated
Caused	Empowered	Influenced	Originated	Strengthened
Chaired	Encouraged	Initiated	Pioneered	Supervised
Changed	Enlisted	Inspired	Promoted	Trained
Conducted	Envisioned	Involved	Raised	Transformed
Directed	Fostered	Led	Recognized for	Visualized
Disproved	Founded	Managed	Set goals	

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Getting Results

Example: Increased student participation by 25% over a 6-month period

Accomplished	Constructed	Ensured	Hastened	Minimized	Reduced (losses)
Achieved	Contributed	Excelled	Heightened	Modernized	Rejuvenated
Added	Delivered	Expanded	Improved	Obtained	Renovated
Advanced	Demonstrated	Expedited	Increased	Opened	Restored
Attained	Diminished	Extended	Innovated	Orchestrated	Targeted
Augmented	Earned	Finalized	Integrated	Overcame	Uncovered
Boosted	Eclipsed	Fulfilled	Introduced	Prevailed	
Built	Eliminated	Gained	Invented	Produced	
Combined	Enlarged	Generated	Joined	Qualified	
Completed	Enjoyed	Grew	Launched	Realized	
Consolidated	Enlisted	Guaranteed	Lightened	Received	

Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6-2 days

Alleviated	Conceptualized	Detected	Found	Repaired	Solved
Analyzed	Created	Diagnosed	Investigated	Revamped	Synthesized
Brainstormed	Debugged	Engineered	Recommended	Revitalized	Theorized
Collaborated	Decided	Foresaw	Remedied	Revived	
Conceived	Deciphered	Formulated	Remodeled	Satisfied	

Quantitative

Example: converted files from COBAL to JAVA in order to increase compatibility with current systems

Accounted for	Checked	Dispensed	Grossed	Projected	Tabulated
Appraised	Compiled	Dispersed	Increased	Purchased	Totaled
Approximated	Compounded	Earned	Inventoried	Quantified	
Audited	Computed	Enumerated	Maximized	Rated	
Balanced	Conserved	Estimated	Multiplied	Reconciled	
Budgeted	Converted	Figured	Netted	Recorded	
Calculated	Counted	Financed	Profited	Reduced	

Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

Acted	Composed	Elicited	Justified	Rendered	Summarized
Adapted	Consented	Explained	Lectured	Reported	Supplemented
Admitted	Concluded	Extracted	Marketed	Represented	Supported
Addressed	Convinced	Fabricated	Mediated	Revealed	Surveyed
Allowed	Consulted	Fashioned	Moderated	Sanctioned	Synthesized
Amended	Corresponded	Greeted	Negotiated	Settled	Systematized
Arbitrated	Critiqued	Highlighted	Perceived	Shaped	Tested
Argued	Dedicated	Illustrated	Persuaded	Smoothed	Taught
Ascertained	Defined	Improvvised	Presented	Specified	Translated
Attested	Deliberated	Indicated	Publicized	Spoke	Transmitted
Briefed	Demonstrated	Inferred	Queried	Sold	Verified
Clarified	Drafted	Informed	Questioned	Solicited	Welcomed
Cleared up	Dramatized	Instructed	Referred	Submitted	Wrote
Closed	Edited	Interpreted	Reinforced	Substantiated	
Communicated	Educated	Interviewed	Related	Suggested	

Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

Aided	Bolstered	Eased	Familiarized	Prescribed	Returned
Accommodated	Coached	Elevated	Helped	Provided	Saved
Advised	Continued	Enabled	Interceded	Protected	Served
Alleviated	Cooperated	Endorsed	Mobilized	Rehabilitated	Sustained
Assisted	Counseled	Enhanced	Modeled	Relieved	Tutored
Assured	Dealt	Enriched	Polished	Rescued	Validated

RESUME CHECKLIST



Did you...

- ✓ ...use one inch margins top, bottom and sides?
- ✓ ...use simple and consistent font? Minimum size 11 font?
- ✓ ...put your contact information at the top?
- ✓ ...leave off personal information like marital status, race, gender, pictures and social security number?
- ✓ ...include your full mailing address, phone number with area code and e-mail address?
- ✓ ...use a professional e-mail address (e.g. john.doe@uah.edu, jd001@uah.edu)?
- ✓ ...list that you are currently enrolled at the University of Alabama in Huntsville?
- ✓ ...include your major, estimated graduation date and GPA?
- ✓ ...list your work and school experiences in reverse chronological order (most recent listed first)?
- ✓ ...NOT use “I”, “me”, “we”, etc.? The subject is understood (not stated) in a resume.
- ✓ ...list the names of your employers, location of employer, job title and dates of employment? Note: If you are using a Functional Resume, you may not list this information.
- ✓ ...use periods at the end of full sentences?
- ✓ ...use present tense when writing about current employment and use past tense when writing about previous employment?
- ✓ ...leave OFF the statement “References Available Upon Request?”
- ✓ ...check your spelling very carefully?
- ✓ ...print resume on good, quality paper? Neutral color (white, ivory)?

Tips provided by the University of Alabama in Huntsville Office of Career Development.

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OBJECTIVE

Seeking a full time position in an accounting department with a particular interest in payroll and accounts receivable/payable.

EDUCATION

Bachelors of Science in Accounting
University of Alabama in Huntsville
Huntsville, Alabama

3.24 GPA
May 2009

EXPERIENCE

Wal-Mart
Madison, Alabama

Sales Associate
April 2007-Present

- Greeted customers, operated register and handled customer money.
- Restocked and inventoried products.

Hazel Green City Pool
Hazel Green, Alabama

Lifeguard
May 2006-August 2006

- Responsible for safety of all swimmers.
- Participated in training to protect and save swimmers.
- Responsible for cleaning and maintenance of pool.

ACTIVITIES AND AWARDS

- Dean's List – 2006, 2007, 2008
- Student Government – 2007, 2008, 2009
 - Accountant - 2009
- Habitat for Humanity Volunteer - 2008