

EnPoint

RESUME TIP 1

WRITING A SUMMARY

SUMMARY GOALS

- Points the reader (who doesn't know you) in the right direction
- Gives recruiters / companies a sense of who you are, what you want to do, and why/if they should care/ want to know more (do you align with their needs/ values/ culture, etc.)

IT IS THE WRITTEN 'PITCH'

- It's not just about you
- Show you've done your research
- Should change company to company

TEST: STRANGER INTERPRETATION

- Would s/he want to keep reading?
- Can s/he tell what you want to do? Think of opportunities that match?
- Did s/he remember key points?

CONSIDER THIS

- What are you best at?
- What do you love doing?
- What is your proudest moment?
- What are you interested in?

SUMMARY EXAMPLES



Creative and energetic recent Commerce graduate, majored in Marketing and Economics, with a huge passion for Marketing and Branding. Open minded, ready to learn and contribute to the business world with my knowledge, experience, and drive to continuously improve.



A motivated data analytics professional with a passion for solving challenging problems and strong analytical skills. Applying my communication skills and attention to detail while working with teams and clients to create the right solution(s) for their needs is what I love doing. Currently looking for an opportunity where I can continue to innovate and improve a company's product/ service through data analytics while furthering my technical experience and contributing to the company's overall success.



Highly motivated Technical Support professional with experience in diverse functions including, sales, customer service and supervision. Possess strong verbal, listening and written skills. Comfortable in interacting with all levels of the organization and public. Able to problem solve quickly, accurately, and efficiently ensuring commitment to customer service.



Finance professional interested in working in the banking sector who is a self-starter and capable of effectively functioning with minimum supervision. Known for taking initiative and skilled at meeting challenges and deadlines. A team player who is attentive to detail and produces quality results while ensuring great customer care.



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