

HOW TO WRITE YOUR RESUME EXECUTIVE SUMMARY

"Software engineering lead with ten years' experience implementing backend systems in C++; led re-architecture of key platform that serves 100,000 requests per month, increasing speed by 20 percent; awarded the prestigious 'Most Impactful' award, given to the top 5 percent of engineers based on total impact to firm; promoted two times in 18 months, six months ahead of schedule."

1. **Don't duplicate achievements.**
Emphasize noteworthy accomplishments that aren't already in other parts of your resume. ☐
2. **Keep it short**
Your resume summary should be 3-6 lines long. Less is more — hiring managers will skim over long chunks of text, so don't be tempted to go over. ☐
3. **Mention specific technical skills the job requires**
If you're applying for a job that requires a particular skill or qualification that you have, make sure you highlight that. ☐
4. **Be specific and results-oriented**
The more specific you are about your accomplishments, the more impressive they'll be. Use hard numbers wherever possible. ☐
5. **Review the job description**
If a job description mentions leadership, describe the size of the teams you've led. If they want someone with entrepreneurial flair, mention a project where you demonstrated initiative. ☐
6. **Use a resume scanner**
Get your resume checked using Resume Worded to make sure your summary is effective. ☐

RESUME WORDED

Guide Executive Summary

Lauren Gardner



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