

Rewriting Objective Statements

Don't waste that precious first impression on a vague objective statement! Objective statements are really only useful if your goal is very specific. Instead, try an executive summary section that focuses on the **quantifiable results** of your past projects and positions, your **accomplishments**, and what you can offer your potential employer in terms of transferable skills.

A good executive summary will comprise **four to six sentences** that define your unique talents and demonstrate you're superior to the competition. When it works, your executive summary will grab a reader's attention and carry that attention throughout the entire resume.

Before:

TOO VAGUE, JUST WASTING SPACE!

Looking to obtain a challenging position in the music industry that utilizes my expertise and education.

After:

BROADER, BUT ALSO MORE INFORMATIVE

***MUSIC INDUSTRY PROFESSIONAL KNOWN FOR PERFORMING 'BEHIND THE SCENES' MIRACLES.** Worked effectively with bands, record labels, managers, tour managers, publicists and venues as Production Coordinator and Booking Agent for a rock TV show and production house. Passionate about music and always on top of trends and industry news. Adept at filming concerts and interviews, and Final Cut Pro editing. Excellent at planning, coordinating, focusing on details, taking initiative, and resolving problems before the VIPs know problems exist.*

The new statement builds excitement with specifics about the music industry niches and venues where this job seeker applied his talents. Applicant added a passage about his Final Cut Pro editing skills to build on a strong keyword that will make the resume attractive to applicant tracking system (ATS) software that automatically filters resumes before human staffers ever view them.

Sample Executive Summary

Project Coordination ▪ Lease Administration ▪ Real Estate

Versatile, bilingual professional with more than five years of commercial real-estate operations and management experience. Keen ability to manage and evaluate lease risks as well as oversee all payable functions. Experienced in maintaining multi-million dollar, high profile property invoices as well as ensure timely and accurate payments. Outstanding hands-on leader who motivates, trains, and provides guidance to teams to ensure consistent results well beyond expectations. Organized self-motivator who's earned fast-track promotions through a proven record of achievement. Strategic problem-solver with ability to work across all levels of an organization and uncover ways to cut company costs and produce new sources of revenue.

Sample Executive Summary

“Looking to leverage performance analysis expertise and in-depth knowledge of behavioral studies to transition from secondary teaching profession into Training Supervisor position. Implementation of successful rewards and incentives program reported 20% increase in above-average grade performance. Experience in tracking and analysis of trainee development and performance progress. Strong communication skills contribute to the building of collaborative relationships to benefit company objectives.”