



FLEXJOBS SAMPLES: HOW TO EDIT YOUR RESUME'S SUMMARY AND KEY SKILLS SECTION FOR ONE JOB

Your resume should have a “Summary and Skills” section at the top of the document, just below your name and contact information. It’s sometimes called a “Profile” or a “Qualifications and Strengths” section.

Here’s an example:

PROFESSIONAL SUMMARY AND KEY STRENGTHS

Collaborative and focused professional with distinctive combination of creative and analytical skills. Dedicated to working with teams to improve the quality and integrity of education programs resulting in clear student progress and achievement. Thrives in fast-paced environments, working with internal and external teams, and elevating standards. Consistently recognized for quality of work and ability to prioritize based on changing strategies. Hard working, empathetic, and adaptable.

Educational Support | Student Success | Teaching | Training | Customer and Client Support | Research
Administrative Management | Sourcing and Recruiting | Staff Support | Project Management
Collaboration | Relationship Building | Interpersonal Skills | Written and Verbal Communication
Detail-Oriented | Well Organized | Positive and Friendly

The Summary and Skills section should be edited for each and every job application you submit. The edits you make should be based on the important keywords you find in the job description. Any words that match your skills and experience should be written in the Summary and Skills.

This document will show you how to do that as easily and effectively as possible.

Step One: Decipher the Job Description

Copy and paste the job description into a document like Word or Google Docs. Then, start highlighting the keywords you think are important and that describe your skills and experiences.

When you read the job description, make note of the phrases and words that make you think, “That’s me!” or “I’ve done that!” or “I could do that!” or “That’s just like this other work I did!”

On the next page you’ll find an example job description where the **important phrases have been marked in red**:

Title: Part-time, Remote Associate Sourcer

Location: Anywhere in the US!

If you're a **friendly, passionate, lifelong learner** who's looking to make a **real difference in students' lives**, we want you to help us **level the educational playing field**. We also believe it's really important that our team reflects the diversity of our students. We strongly encourage members of underrepresented groups and people of diverse backgrounds to apply.

About the Job

The company works hard to attract **passionate people** who are **driven by our mission to make education more accessible**. **Recruiting** is a key building block in ensuring we are hiring teammates who are excited and able to help the company grow.

We're really excited to welcome an Associate Sourcer who **thrives in fast-paced environments**, is eager to implement DEI **talent acquisition strategies** and committed to helping people find their perfect roles. You will support our **internal recruiting team** ramp up hiring in early 2020; you'll **develop outreach strategies**, creatively **source a diverse pool of prospective candidates**, and conduct initial **screening calls**.

You'll be an integral part of our **recruiting** function, ensuring that all of our processes run smoothly and all candidates receive the best candidate experience, regardless of outcome!

You will...

- **Source** potential candidates
- **Write** outreach emails to potential candidates
- Conduct **intro calls** to screen candidates for culture add and competency fit
- Share constructive, yet **empathetic feedback** with candidates
- Own **sourcing metrics** and report on effective strategies
- **Proactively communicate** with our internal recruiting team about any questions, challenges, or issues
- Be the **voice of the candidate** to help us continue to improve our process
- Anything else you want to take on!

You have many of the following:

- Clear, fast, and friendly **communication skills** you are a strong writer
- Excitement about speaking with candidates on the **phone**
- Strong **attention to detail and organization skills**
- Ability to be **empathetic** in challenging situations
- Ability to **shift gears quickly** and often, prioritizing tasks based on changing company needs
- Experience managing different projects with changing timelines
- **Experience working remotely** you can work independently while keeping all stakeholders informed at each stage of the process
- Experience owning **data-driven metrics**; ability to **interpret data to inform strategy**
- Ability to work at least ~2 hours each day that overlap with our working hours (roughly 9am – 5pm)
- Experience with a software system in a work environment (you'll be using an applicant tracking system)
- Passion for DEI
- 1+ years of sourcing experience

Step Two: Edit and Tailor Your Resume's Summary and Key Skills to Match

- **Blue** = keywords that were already on the resume and are also in the job description
- **Red** = keywords that were added or edited based on job description

PROFESSIONAL SUMMARY AND KEY STRENGTHS

Friendly and analytical **sourcing and recruiting professional** with a **passion** for both **metrics-driven strategy and candidate relationship building**. Dedicated to working within teams **to improve the accessibility of education**, resulting in clear student progress and achievement. **Thrives in fast-paced environments**, working with internal and external teams, and implementing **effective strategies**. Consistently recognized for quality of work and the **ability to prioritize** based on **changing strategies**. Hard working, **empathetic**, and adaptable. **Experience working remotely**.

Data-Driven Metrics | **Sourcing and Recruiting** | **Feedback and Coaching** | **Project Management** | **Outreach Strategies**
Talent Acquisition | **Collaboration** | **Relationship Building** | **Interpersonal Skills** | **Written and Verbal Communication**
Attention to Detail | **Organization Skills** | **Empathetic and Passionate** | **Strong Interest in DEI Recruiting**

For comparison, here is the original summary and skills from the top of this guide:

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