

CANDIDATE RESOURCES

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FOR TODAY'S LEADERS



The One-Minute Summary

Now that you have created your resume, it is time to write your "One Minute Summary". You will be asked for it in every interview and it is important that you have it down cold. This is the time to put together an advertisement for yourself as a potential employee. The summary is a brief description of your background, which should include education, work experience, and special skills. Your summary should contain your most positive points. Formal education in your field should be included as one of your strengths. Also, include any relevant work experience and any significant accomplishments. If your experience is limited, talk about special skills you possess. Above all, keep your summary to the point. Begin by listing three or four key strengths you want to include in your summary.

This is not the time to review the details of your resume. The summary may be as short as 30 seconds but no more than two minutes. Write down everything you would like an interviewer to know about yourself then take out every excess word you can without losing the major points. Revise the summary to incorporate as many action verbs as possible. Time yourself presenting the summary to make sure that it flows and fits within the time parameters. Once you are satisfied with the content, commit it to memory so that you can deliver it during the interview process.

Summary Example

I am a recent honors graduate of the University of Georgia with a Bachelors degree in Economics. I was a member of the honors program, made Deans List, and participated in intramural sports and the debate team. During my summers, I worked in a bank credit department and in the billing department of an insurance company. These experiences gave me a good business foundation and allowed me the opportunity to see first hand the inside workings of these industries. I received offers of continued employment after each of my summer positions. I have included my supervisors from both of these positions as references. Also, included as a reference is Dr. Scott who was my honors program adviser at the university and my accounting professor for my first two accounting courses. While talking to the Bank Examiners during their audit of the bank, I decided that I wanted to be a bank examiner after completing college.

Focus on **marketing** your credentials. The summary should convey the perception that you are an attractive candidate for the position.