

Dynamic Resume: Heading, Career Summary & Skill List

- A single job posting might attract thousands of **resumes**. To get noticed, create a **career summary** (AKA **career** objective – “I want a **job**”) statement. The goal of this section is to develop a hard-hitting introductory declaration packed with your most sought-after skills, abilities, accomplishments and attributes.
- The single most important point is that the top 1/3 of the first resume page needs to clearly focus attention to each job description. All resumes must be customized to each job description individually.
- The top 1/3 of the first page of the resume can be divided into three distinct sections.
 - Name, Address, Phone Number, Email Address, Web Address and/.or Social Media (LinkedIn). For details, go to <https://www.livecareer.com/resume-tips/resume-components/heading>
 - Career Summary
 - Resume Skill List with the nine most sought-after skills for each job description
- Usually, the Career Summary could be up to 3 or 4 lines and following that with a borderless table of nine bullet points arranged in three columns featuring the most dynamic skill sets that you can offer the company that seriously meets their job description expectations.
- In the Dynamic Resume Example heading on the site map, there six examples of dynamic resumes that clearly illustrate the techniques for how the top 1/3 of the first page of the resume can immediately get the attention of the employer without excessive reading because the resume is basically vertically oriented with abundant white space instead of reading across the page, left to right with verbiage. Basically, HR’s first review of resumes gets between 2 to 20 seconds of concentrated perusing. Requiring the first glance of the top 1/3 of the first resume page to be both editorially very concise and focused along with desktop publishing execution.
- The following linked articles below are all linked for further examining of how the career summary can be written

1. [How to Write a Career Summary on Your Resume | Monster.com](#)
 2. [28 Sample Resume Summary Statements About Career Objectives](#)
 3. [190+ Examples of Good Resume Summary Statements](#)
 4. [How To Write An Amazing Resume Summary Statement \(Examples ...](#)
- Resume Skill List.
 1. The closer a match your **skills** are to the job requirements, the better your chances of being selected for an interview. For example, if you are applying for an administrative position, include in your **skills section** Microsoft Office **skills**, QuickBooks **skills** (if you have them), and other software programs you can use.
 2. [Examples of the Best Skills to Include on a Resume - The Balance](#)
 3. [+30 Best Examples of What Skills to Put on a Resume \(Proven Tips\)](#)
 4. [Skills To Put On A Resume - The Interview Guys](#)

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