

Template for Creating an Executive Summary

This document is used as a companion that accompanies your full, traditional CV. Note it is always titled as such in the upper left hand corner. It may be one or two pages in length – rarely ever more. Its purpose is to highlight specific accomplishments and skill sets that can often only be inferred from your CV.

Executive Summary, with date prepared

First Name, Last Name, degrees
Home or Work Address
City, State, Zip Code

Phone (home/work)
Fax
e-mail

Objective

One of the only documents that includes an objective, the Executive Summary provides an opportunity to detail in a sentence or two the type of position and institution you are seeking and to define objectives/values/skill sets you would bring.

Qualifications

In narrative form, perhaps with several bullet points, this is the place to summarize or abstract your unique skills and knowledge (sometimes called transferrable skills) as they specifically relate to the position you are applying for. These are generally derived from an analysis of your accomplishments through deconstruction of the Problem/Issue/Opportunity, the Action you took, and the Results you achieved (PARs) to determine which skills led to those achievements, and which you enjoy using the most. It is these skills you highlight in the Qualifications.

Accomplishments

Accomplishments that demonstrate use of skills that match the position requirements should be chosen. They are bullet points and begin with an active verb and include results or outcomes wherever possible. Accomplishment statements can be generated using the PAR formula. There is no need to include place or date. They are usually listed in order of importance for the position you are seeking. Avoid having a long laundry list; rather put into thematic groupings with one or two Accomplishment examples under each. These may be grouped in various ways:

- ▶▶ Under functional sub-headings such as “Technical Skills”
- ▶▶ Italicized statement such as *Directed innovative curricular and educational programs*. Such statements might be similar to your major qualifications bullet points

Special Experience

Optional – used to highlight anything unusual that specifically relates to the position you desire. For example, this might be something like: “fluent in spoken and written Portuguese.”

For more information about the Executive Summary see Morahan, P., Katz, J. How to Use the Executive Summary When Applying for Positions. *Academic Physician & Scientist*, New York: Lippincott Williams & Wilkins, February 2005: 2-3, available online at http://www.acphysci.com/aps/resources/PDFs/Feb_05_Feature.pdf