

## CV / Resume Summary Statement Builder Form

Summary or Profile statements can include a lot more information than an objective. Including relevant achievements, qualifications, and possibly even your objective within the summary. The choice is yours.

Remember **the CV / Resume is for the benefit of the reader** not you.

Go back to your [Target Career Form](#) and make sure you know exactly what your target is looking for. Add the possible relevant content into the form below. **Delete the red example text when your ready.**

List as many as you wish, then edit and polish your statement. Take your time.

Heading	Statement Options
Job Title	Project Manager, SAP financials (or specific module description) Project Manager
Function	Implement SAP to time and budget, Improve finance management and corporate reporting through the implementation of SAP Module XX to critical time and budget targets,
Skills	Prince 2 certified, PMP certified, qualified accountant, business analysis, team leadership, commercial savvy, strong mentor, excellent communication skills
Experience	5 years as a management accountant, 10 years and over 8 major SAP financials implementations
Behaviour	Analytical, dedicated, team leader, motivator, positive, attention to detail, calm under pressure, determined, confident, ambitious, fast learner
What you want	10% increase in salary, bigger project International locations
What they want.  Refer to the <a href="#">Target Career Form</a> if you used one.	SAP xxx financial module implemented across all global operations by a set date and within a set budget. Managing International 3 <sup>rd</sup> party partners and ensuring business process meet strict compliance regulations. Delivering the business global standardised reporting, and with it faster critical management information and savings of 30% against current processes through improved efficiency.
Achievements. Use tangible business language ( <a href="#">STAR method</a> )  These can be work, education, training, personal, and community, social. Written articles, public speaking, specialist groups. Sport, Hobbies, Charity.  Personality traits (Use the free <a href="#">MAPP test</a> or ideas).  Convey why you meet the readers needs.	Brain Dump of achievements 1 <sup>st</sup> stage  Management Accountant (top 10% of year – include the university or college to education if it adds credibility) Self development initiatives for example MBA or any relevant further development work. Prince 2 and PMP Project Management Accredited. SAP financial expert Strong leadership skills demonstrated early as school Cricket team Captain and team and project leadership roles over the last 10 years. Member of the UK SAP financial forum have presented at 3 user forums on how to implement SAP and realise the benefits. Have authored published articles on SAP implementation and benefit realization Junior Cricket coach to local team (It's always good to show that you give back, and support others)  Awarded ABC company annual award and promoted to accounting team leader within 18 months of joining. Promoted to head of management accounting reporting directly to the FD one year later.  Grew a team from 4 – 8 of management accountants within DEF Company through a period of year on year growth of 30%. Internal Project Manager for £3M SAP implementation, leading 3 <sup>rd</sup> party technology partners.  List your achievements using tangible language where possible, specific team sizes, budgets, use

	<p>actual figures or percentages to demonstrate improvements.</p> <p>Make sure to add in some personality traits and behavioral preferences as these really add personality.</p>
<p>Heading</p>	<p>Start writing and editing your summary below.</p>
<p>Your Working</p> <p>Build your Summary here.</p> <p>Edit and polish until you are delighted with it.</p> <p>Get the help of a colleague or friend, another perspective usually adds value.</p> <p>Make sure your summary reflects the reader's requirements on the form above or the target career form.</p> <p>Don't worry if you don't have everything the reader is looking for as long as you demonstrate you have the ability and drive to learn what's missing.</p> <p>Use tangible business language where possible.</p>	<p>SAP xxx financial module implemented across all global operations by a set date and within a set budget. Managing International 3<sup>rd</sup> party partners and ensuring business process meet strict compliance regulations. Delivering the business global standardised reporting, and with it faster critical management information and savings of 30% against current processes through improved efficiency.</p> <p>I demonstrated an <a href="#">example objective statement on our website</a>, the process is no different, other than in selecting a summary over an objective, you are probably looking to add more text to support your application, you may want to reference non work related achievements, or if you are missing an important requirement of the role. For this SAP project manager example though I have given my example great experience, none of it is International, which considering the complexities of international accounting and regulation would be an important factor for the employer.</p> <p>Therefore I would be looking to show how I am ALREADY working to fill this hole, maybe through taking an appropriate MBA or some other form of appropriate self education. I may have chosen the summary to really layer all the great experience and fast career development I have achieved to compensate for what I see as my one weakness.</p> <p>Therefore my first draft may look like this:-  A commercially savvy Management Accountant turned dedicated SAP financial Project Manager. Prince qualified with 8 successful SAP implementations .A goal orientated, positive person and motivational leader looking to deliver further SAP enabled efficiencies across International Operations.  Completing 1<sup>st</sup> year of self funded International MBA</p> <p>May try it a little different:-  Commercially savvy Management Accountant turned dedicated SAP Project Manager.</p> <ul style="list-style-type: none"> <li>• Expert in SAP financial (Add in appropriate module details)</li> <li>• Prince &amp; PMP accredited Project Manager</li> <li>• Published Author and speaker on SAP implantation and benefit realization</li> <li>• 8 SAP implementations</li> <li>• Cross sector experience (Retail, Manufacturing and Insurance)</li> <li>• Motivational recruiter and leader of high performing teams</li> </ul> <p>And again...  Commercially savvy Management Accountant turned Prince accredited SAP Project Manager.</p> <ul style="list-style-type: none"> <li>• Expert in SAP financial (Add in appropriate module details)</li> <li>• 8 SAP Implementations, Budgets up to £3m, Team sizes up to 35 plus 3<sup>rd</sup> party</li> <li>• "Realising the benefits" Presented to the European SAP finance forum, Munich 07</li> <li>• Published 5 articles on SAP Financial modules in various specialist publications</li> </ul> <p>A passionate, mentor, leader and team-builder, currently in the first year of a self funded MBA focused on International business administration.</p> <p>Keep polishing until you are happy</p>