**Resume Practice**

Summary Section:

(Based on the example client’s Resume Worksheet and Job Lead, complete the following):

*Headline:*

**(Main Headline):**

**(Sub Headline):**

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*Summary Paragraph (Impact/Positioning Statement):*

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*Skill Highlights:*

Example:

**Customer Service Expertise**: *Decade-long track record of delivering excellent service to clients as both customer service representative and client care supervisor. Top-performer in terms of sales outcomes and client satisfaction rates.*

**Highlight 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supporting Statement:

**Highlight 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supporting Statement: