

ISM-PITTSBURGH CLIENT SUMMARY INSTRUCTION SHEET

The Client Summary will be given to potential employers and recruiters upon request

Name: _____
Client Summary Number: (Assigned by ISM-Pittsburgh)

Professional Background: Please define work by type of position:
List global career opportunity and not specific job responsibilities
(Examples)
Purchasing Buyer, Manager
Include CPSM, C.P.M./A.P.P. status

Career Summary: Please provide a personal career summary in 25 - 50 words. This information should market your competencies and skills. Remember to use the key words within your discipline to easily identify your experience, skills and competencies to the potential employer.

Signature: Please sign and date the form at the bottom of the sheet if you would like your career summary to be sent to prospective employers.

Return to: Ms. Paula Massey
ISM-Pittsburgh
Phone: 724-508-0200
Fax: 724-508-0218
e-mail: paulamis@comcast.net

ISM-PITTSBURGH CLIENT SUMMARY

Name:

Number: (Office Use Only)

Professional Background:

Career Summary:

This information will be shared upon request with prospective employers and recruiters. Candidates will only be identified by the assigned client summary number until a resume is requested. At that point, potential employers and recruiters may contact candidates directly based upon information contained in their resume.

I give permission to ISM-Pittsburgh to release this information:

Print Name

Signed