

Compelling Closing Statement Examples For Your Resume

Welcome to the guide on crafting a compelling closing statement for your resume. Before writing your closing statement, consider these essential questions:

- What key skills and experiences do you want to emphasize?
- How can you align your closing statement with the job position and company culture?
- What impression do you want to leave with the hiring manager?

Having considered the above queries, let's explore some impactful examples together.

Three Most Important Things Your Resume Closing Statement Should Cover

#1. Key Skills and Experiences

First, highlight the key skills and experiences that align with the job position you are applying for. For example, if the job requires strong communication skills, mention your experience leading successful communication campaigns or presentations.

#2. Job Position and Company Culture

Research the company culture and values to ensure your closing statement resonates with them. Then, focus your statement to reflect how your values align with those of the company. For instance, if the company values teamwork and collaboration, mention your experience working effectively in cross-functional teams.

#3. Positive Impression

Lastly, aim to leave a positive and memorable impression on the hiring manager. To do this, consider expressing your zeal for the opportunity and your confidence in your ability to contribute to the company's success. After that, showcase your passion for the industry or the specific role you are applying for.

Examples Of Compelling Closing Statements You Can Add To Your Resume

Example 1:

As a versatile marketing professional with a strong background in digital marketing and content creation, I am eager to bring my creative skills and strategic mindset to [Job Position] at [Company's Name]. Through my experience in developing and executing successful marketing campaigns, I have honed my ability to adapt to fast-paced environments and deliver results that exceed expectations. I am excited about the opportunity to contribute to a forward-thinking company like yours and make a meaningful impact.

Example 2:

With a solid background in sales and a track record of exceeding targets, I am enthusiastic about the possibility of joining [Company's Name] as a Sales Specialist. My exceptional interpersonal skills, combined with a deep understanding of customer needs, enable me to build strong client relationships and drive revenue growth effectively. I am drawn to your company's commitment to innovation and customer satisfaction, and I am eager to leverage my expertise to contribute to your continued success.

Example 3:

Having successfully led cross-functional teams and delivered impactful solutions in previous roles, I am excited about the opportunity to bring my strategic vision and strong analytical skills to the talented team at [Company Name]. I am drawn to the company's commitment to innovation and sustainability, and I am confident that my experience in [Specific Area] aligns with the company's mission and values. I am dedicated to driving success and making a lasting contribution to [Company Name]'s continued growth and success.

Example 4:

With a strong background in project management and a focus on delivering high-quality results on time and within budget, I am confident that my skills are well-suited to the Project Manager position at ABC Company. My collaborative approach and excellent communication skills will enable me to thrive in ABC Company's team-oriented and innovative work environment, and I look forward to the opportunity to contribute to your ongoing success.

Some Common Mistakes People Make On Resume Closing Statement

Now, let's talk about some common mistakes people make on their resume closing statements. Your closing statement is your final chance to leave a positive impression on potential employers, so you need to get it right. Hence, here are five mistakes to avoid:

#1. Being Too Generic

Being too generic in a resume closing statement is a common mistake that many job seekers make. This occurs when the closing statement lacks specificity and fails to highlight the candidate's unique qualifications and achievements. Instead of showcasing what differentiates you from other applicants, you typically use vague and overused phrases that do not add value to your resume.

For example, a generic closing statement could be: "I am a hardworking and dedicated individual seeking a challenging opportunity in a dynamic environment." This statement does not provide any insights into your skills, accomplishments, or career goals. For this reason, your resume fails to capture the attention of the potential employer and make a lasting impression.

To avoid being too generic in a resume closing statement, focus on your message to the specific job and company. Highlighting key achievements, relevant skills, and unique qualities can help differentiate you from others. For instance, a more impactful closing statement could be: "With a proven track record of increasing sales by 20% in my previous role at XYZ Company, I am eager to leverage my strong analytical skills and strategic mindset to drive growth at ABC Company."

#2. Focusing Solely on What You Want

When writing a closing statement on a resume, focusing solely on what you want is another common mistake. This means only talking about what you are looking for in a job, such as salary or benefits, instead of highlighting how you can benefit the company.

For instance, a closing statement like "Looking for a company that offers remote work opportunities and flexible hours" solely focuses on the candidate's desires without considering the employer's requirements. On the other hand, a more effective closing statement could be "Eager to leverage my strong communication skills and project management experience to drive team collaboration and achieve company goals."

#3. Not Including a Call to Action

Another common mistake in a resume closing statement is not including a call to action. It's like leaving the hiring manager hanging without a clear direction on what they should do next after reading your resume. I have seen many resumes where the closing statement simply ends abruptly, failing to engage the reader further.

By neglecting to include a call to action, you miss out on a valuable opportunity to guide the hiring manager on the next steps to take. Hence, wrap up your resume with a strong and clear call to action that prompts the recruiter to reach out to you for an interview or to provide further information. Without this directive, your resume's impact may be diminished, and the recruiter may move on to the next candidate without a second thought.

#4. Exceeding Word Limit

Exceeding the word limit in a resume closing statement is a common mistake that many job seekers make. When crafting a resume, keep the closing statement concise and to the point. This section of the resume should summarize your qualifications, express your interest in the position, and leave a strong final impression on the employer. Moreover, exceeding the word limit in the closing statement can dilute the impact of your message and make it difficult for the hiring manager to quickly grasp your key points. Employers typically spend only a few seconds scanning each resume, so make every word count.

To prevent this mistake, keep your closing statement to no more than three to four sentences. Focus on highlighting your most relevant skills and experiences that make you a strong candidate for the position. Additionally, avoid including unnecessary details or repeating information already covered in other parts of your resume.

#5. Ignoring Proofreading

Last but not least is ignoring proofreading your resume's closing statement. This oversight can significantly impact the overall impression you leave on potential employers. As an expert in resume writing, I will explain the importance of proofreading in the closing statement to help your readers understand why it is crucial.

When you neglect to proofread your resume closing statement, you run the risk of including errors such as typos, grammatical mistakes, or formatting issues. These errors can make you appear careless, unprofessional, and lacking attention to detail. Employers may question your ability to communicate effectively or perform tasks accurately if they notice such mistakes in your closing statement.

Furthermore, a poorly proofread closing statement can detract from your qualifications and achievements, which are the key elements you want recruiters to focus on when reviewing your resume. Instead of showcasing your strengths and suitability for the position, errors in your closing statement can shift the attention away from your skills and experience.

To avoid this common mistake, thoroughly proofread your resume closing statement before submitting your application. I understand the excitement and rush to submit your application, but failing to proofread can cost you a great opportunity. So, take the time to review the content for spelling and grammar errors, ensure consistency in formatting, and double-check the accuracy of contact information or dates. You may also consider asking a trusted friend, family member, or professional to review your closing statement to catch any mistakes you might have missed. After you've corrected all these errors, then you're likely to get your dream job!

