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# You are what you love summary

Think of a career summary statement as a snapshot of what you've done and what you might offer a potential employer. You sell the potential contributions in a short statement. It shouldn't be too vague, too technical or too long. The more you say in a few words while targeting keywords in a job posting, the better impression you will make in writing. A good career summary should convince a hiring manager to interview you. Summarize what you like as your strengths as a professional in a way that focuses on a specific vacancy. Start with basic research into the keywords used in a job posting. There are keywords you use in a search engine or search function to find the job. There are also important phrases in each part of the vacancy, including in the position title, the minimum and preference qualifications, the description of the job tasks and the description of the organization. If you don't use keywords in your career overview, your resume may be ignored by recruiters' electronic screening tools. You must make a style choice in advance - a bulleted list or a list of useful statements supplemented by semicolons, commas, or periods. Both types of list should have a nice flow. Consider this example for a teen counselor: Dynamic vocational counselor with an MS in Social Work and 10 years of experience serving at-risk teens at an urban high school; team leader who is skilled at educating teachers and administrators to encourage teens to stay in school and pursue postsecondary options. Based on your research on an employer, include a few important adjectives to describe yourself. If you want a staff position in a start-up company and never want phrases like creative, flexible, profit-driven or sensitive to customer needs, you wouldn't expect your career profile to be noticed. Tweak an otherwise boring summary to fit the culture of the employer. Here's an example: Creative HR director with 15 years of experience in online startups is looking for a similar position in a medium or large enterprise; specialized in helping medium-sized companies adopt 21st-century personnel information systems that reduce costs and align performance management efforts with customer needs. A manager or recruiter spends seconds or minutes viewing a resume. If you use numbers, keywords, and employer-specific adjectives in a strong combination, you're attracting the reader's attention. Summarize skills or qualifications. There's no room to tell everything you know or do. If the target is a secretarial position, for example, your expertise in office operations. Important statements such as proficient in Microsoft Office and expert in email sorting and routing procedures show that you understand the requirements of the secretarial position and have them in good delivery. The omission of striking qualifications creates doubt in the reader's mind. About the author author Bianca has been writing professionally since 2007, with her work on a variety of topics and appearing on various websites. Her favorite audience to prescribe are small business owners and job seekers. She holds a Bachelor of Arts in history and a Master of Public Administration from a public university in Florida. In this section: Budgets FDA Archive on FDA Accessibility Visitor Information Website Policy/Privacy No FEAR Act Back to top The new My HealtheVet calendar has an improved look and feel. National events are now listed in the calendar, and VA representatives can enter regional and local events. Future additions will ensure the display of VA appointments, and VA prescription refill reminders. The following items appear on most calendar pages. Go to Date - Click the From Start to Date icon to open an annual calendar that can be selected each day. Add Event - Click the Add Event link to display the Event Details page. Add To-do Tasks - Click the Add Tasks link to view the Tor Information page. Search - To search for events and to-dos, enter a word, a partial word, or multiple words in the text box at the top of the calendar, and then click Search. Printer-friendly - Click this link to display a page designed to print on an 8-1/2 by 11 inch sheet of paper. Preferences - Click this link to change the preferences for viewing the calendar. Export - Click this link to see the Export page where the event categories can be exported to other calendar applications. Navigate to other views - To view the calendar in a different view, on the Day, Week, Month, List, or To-Do tab at the top of the calendar page, click the Day, Week, Month, List, or To-Do tab. The following pages are feature-specific. Calendar View Pages Using the Day, Week, and Month pages of event types - The View Event Types check boxes can be used to view or hide specific types of events under Show Appointment Types to the left of the calendar. For example, to omit holidays in the calendar, clear the Holidays check box, and then click the Update View button to hide holidays in the calendar. To view hidden events, select a check box and click the Update View button. View/Change Local VA Events - Click the View/Change link to the left of the calendar to view the Calendar Preferences page. Change the date shown - To move forward or backward for one day, one week, or one month at a time, click the arrows on either side of date that is above the day, week, or month view, or click the Start to Date icon to open an annual calendar that can be selected each day. Change the start time of the day page - To view events before 6 p.m. or after 6 p.m., scroll the calendar up or down with the arrows at the top and bottom of the Time column to view all hours within the selected day. List view page List view displays the weekday, date, time, and event name of all events in the selected month or year in Form. Click the event name to see the details for that event. Using the List View page with event types - The check boxes under Show Event Types to the left of the calendar can be used to display or hide specific types of events. For example, to omit holidays in the calendar, clear the Holidays check box, and then click the Update View button to hide holidays in the calendar. To view hidden events, select a check box and click the Update View button. View Local VA Events - Use the Change Zip Code link to the left of the calendar to enter a zip code and display VA events for that area. Change the date shown - To move forward or backward one day at a time, click the arrows on either side of the date above the day view, or click the From Start to Date icon to open an annual calendar where each day can be selected. View - Events can be viewed for the following installments: Current Month (Default View) Next month from next year to date The Start to Date page is used to move to specific dates in the current year or the following year. With the Start by Date page, click on a blue underlined date within a calendar month to view the day view for that date. Go to a date - Select a date from the calendar icon, and then click A Blue Underlined Date in the calendar pages that appear to continue to the Day page for that date. View - The current year appears by default. Click on the Next Year link to move forward, or Current Year to return to the current year. Add or edit Event Page The Add Event page is used to add events to the calendar that includes information about the start and finish dates(s) and time(s) and repeat intervals, along with optional event data. With the event name of the event page add or edit (*Required) - Enter a name for the event, up to 50 characters. Location (optional) - Enter the venue for the event. Description (optional) - Enter a description for the event. Start time (*Required) - Use the calendar icon to select the date of the appointment. Then choose the hour and the minute (optional) for the start time. Or select All Day Event. NOTE: If no start time is selected, the default start time is 11:59 p.m. All Day Event (optional) - Select this check box to turn the event into an all day event. Disa things the Start time and End Time drop-down boxes (although not the and end date) and inserts the event name at the top of the calendar grid for the day the event begins. End Time (*Required) - Use the calendar icon to select the date of the appointment. Then choose the hour and the minute (optional) for the end time. NOTE: If no end time is selected, the default end time is 11:59 p.m. Repetitions (optional) - Use this feature to repeat at a certain interval until the selected end date is reached. The following intervals are available: Daily Every Mon., Wed., and Fri. Elke Tues. Tues. Thunder. Each weekday (Mon-Fri) Monthly week after an interval is selected, choose the date when it will stop using the calendar icon. Delete - Click Delete to view a Details page, and then click Delete to permanently delete the event or Cancel to return to the previous page. Cancel - Click Cancel to return to the previous calendar page without saving any changes. Save : After the changes are entered, click Save to save the changes. Add/Edit Toy Page (tasks)The Task Information page is used to add or edit tasks to the calendar. Click the Edit This Item icon in the Edit column of the list you want to edit. Enter a name for the To-Do item, up to 50 characters. Status (*Required) - Select a status from the drop-down list: Not started with completed Deferred Description / Notes (optional) - Enter a description for the event and any other information that may be useful. Expiration Date (optional) - Select an expiration date by clicking the calendar icon to select a date. Delete - Click Delete to view a Details page, and then click Delete to permanently delete the event or Cancel to return to the previous page. Cancel - Click Cancel to return to the previous page without saving any changes. Save - After the to-do item is edited, click Save to save your work and return to the work list. List page The Contact list button displays all to-do items entered into your calendar, in the Expiration Date order from oldest to newest. Using the task pages, they appear in a tabular shape, with the following columns: To-Do Name (a blue underlined link) Due Date Status Edit (a blue underlined link) Delete an item - Click the Edit Icon link (in the far-right column) to edit an item in the task list. Delete an item - Click the Delete icon link (in the far right column) to remove an item from the to-do list. Number of items displayed - By default, the Contact List page displays 10 rows. To view more than 10 rows, click the number of rows (10, 25, 50, or 100) you want that appear per page, as shown in the image below. Click the page number or the following/last links to move between the pages. Calendar Preferences The Calendar Preferences page is used to set the calendar view and zip code. The Calendar Preferences Preference View (*Required) chooses one of the four calendar views you when you sign in. View Calendar Summary On a day on a time display calendar, one month in a timeview calendar for one week in a zip code/zip code - Enter a five-digit zip code to display local VHA events in the calendar, or change the zip code to display VHA events in another area. Back to Calendar - Click the Back to Calendar button to return to the previous page without saving any changes. Save - Click the Save button to Search results page The Search feature is used to search for events and to-dos in the calendar. The Search feature is not case sensitive. Search lets you search for events and to-dos, enter a word, a partial word, or multiple words in the text box at the top of a calendar page, and click Search. The terms entered for the search remain in the text box on the Search Results page. To change the result, click in the Search text box and enter text. The Search feature searches for text in the following fields: event name, location, and description. The more words are entered in the Search text box, the more restrictive the search becomes. When two words are entered, the Search feature returns only events or task components that contain both words in the Event Name, Description, or Location fields (one word can be in the event name and one in the description or both words can only be on the location). Export page Using the Export feature, you share information in your My HealtheVet calendar with other calendar applications. Applications.

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