

# ISM-PITTSBURGH CLIENT SUMMARY INSTRUCTION SHEET

The Client Summary will be given out to potential employers and recruiters.

## Client Summary

Name (Please print name; as you want it to appear)

Number (ISM-Pittsburgh will assign each individual a number)

**Professional Background:** Please define work by type of position:  
List global career opportunity and not specific job responsibilities  
(Examples)  
Purchasing Buyer, Manager  
Include 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 given to prospective employers and recruiters by the client's number for use in identifying potential job candidates.

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

Print Name

Signed

Date