

# EXECUTIVE SUMMARY

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The executive summary provides a concise overview of the key points of the document, enabling readers to rapidly become acquainted with its content. The summary usually highlights major findings, recommendations, and essential data.

## 1. Executive Summary

This section summarizes the main objectives, strategies, and outcomes. It is typically the first section, but often written last.

### Executive Summary

An alternate format for presenting the executive summary, suitable for shorter documents or internal briefs.

- Keep the executive summary concise and focused on essential information.
- Ensure the section is understandable to readers unfamiliar with the full document.
- Use consistent and clear formatting for section titles throughout the document.
- The executive summary should highlight key recommendations or action points.
- Often drafted last, but placed at the beginning of the document.