

Skills Based Resume

First you write the objective, which is basically just the title of the specific job for which you are applying – after all – that IS your objective – to get that job, isn't it?

Then you write a list of all the skills you have that would fit that job. You look carefully at the job advertisement if there is one, and identify every single skill (not just job duty) they mention, and if you have that skill, you reword it and put it in your list of skills.

Don't worry at this point what order they're in, just write down everything you've got going for you that the employer hiring for this position would be interested in hearing.

Do not put down any skills, no matter how much you like them, that have no bearing on this job. Your resume does not have to list everything you've ever done – just everything relevant to the job for which you are applying.

Whereas it obviously is deceitful to list anything that is untrue in your resume, it is not in the least deceitful to miss out things that are not relevant.

Once you have your long list of skills, look at them and divide them into natural groupings, and then give each grouping a name. You will also want a "Highlights" section.

The Highlights are the headlines (in a newspaper) and the Skills & Experience are the "stories". So "Extensive, well practiced Computer Skills" is a highlight, and under Skills & Experience would be a bulleted item outlining in more detail exactly what computer skills you have.

The groupings for your skills can have any titles that seem appropriate, although some popular ones that fit many jobs are titles like "Organizational Skills", "Communication Skills", "Customer Service Skills" etc.

Once you have your groupings, make sure you have at least 3 items under each heading, and if you have too many under one heading, consider how you might split it into two. 3 to 5 headings is good.

Below that you will have a heading of "Employment" where you will list each job just by it's title, company, location and dates (in years only)

And below that your Education will be listed, followed by the expected "References available upon request"

Template on next page....

Skills Based Resume

Name
Address
Phone & E-mail

Objective: *the title of the job you want goes here*

Highlights:

- *Here you put about 5 points – the Headlines*
- *that you feel*
- *the employer*
- *will be most interested to hear*
- *about you.*

Skills & Experience:

Organizational Skills:

- *a bullet list*
- *of your organizational skills*
- *accompanied where ever possible*
- *by achievements or results*
- *if stats not appropriate*
- *include such words as “effectively”, “initiated”, “proven ability” etc*
- *your goal is not just to say what you did*
- *but that you did it well*

Communication Skills:

- *same thing again*
- *a bullet list of your proficiencies in communication*
- *with results wherever possible*

Computer Skills:

- *List what you did and how well you did it*

Employment:

Job title, company, location

start date – ending date

Previous job title, company, location

start date – ending date

Etc

Education & Training: (start with most recent and work back)

Degree or certificate name, institution where it was acquired year of graduation

Grade 12, name of high school etc only required if no subsequent education has been acquired

References available upon request