

SKILLS-BASED RESUMES

FULL NAME

City, Province, Postal Code
Phone Number, Email Address
Portfolio or LinkedIn URL (optional)

CAREER OBJECTIVE (Optional)

The objective is your opportunity to highlight the contribution you can make to the employer. Explain why your academic background, employment experience, and skills make you an excellent candidate. The objective should be customized to each particular position. This section must be clear and well written. Avoid using personal pronouns. You can also substitute or add a Skills Profile here.

EDUCATION

20xx - Present

Title of Degree

Carleton University, Ottawa, ON

- Relevant courses/Special projects (optional):
- Title of Thesis:
- Scholarships, awards, Dean's List:

SKILLS AND ABILITIES/EXPERIENCE AND ACCOMPLISHMENTS

This section allows you to use subtitles to divide your experiences into areas of skills, such as communication skills, analytical skills, management skills, or sales skills. To determine what skills to highlight, consider what the employer's needs are for the position you are seeking. Your experience can come from paid positions, volunteer work, or academics.

Communication Skills

- Effectively wrote summer students' progress reports relating to...
- Independently presented a seminar on...
- Accurately advised senior staff regarding...

Analytical Skills

- Researched... resulting in a publication on...
- Conducted focus groups resulting in successful marketing strategies on...
- Surveyed... resulting in an A+ research paper which was presented...

Management Skills

- Trained student staff on safety procedures resulting in fewer accidents during...
- Successfully co-ordinated a meet and greet gathering for students in...
- Effectively supervised volunteers to assist with a successful fundraiser for...



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401 TORY BUILDING 613-520-6611 CAREER@CARLETON.CA

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in CARLETON UNIVERSITY,
CO-OP & CAREER SERVICES

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WORK EXPERIENCE

List previous or current positions that are related to the job you are currently seeking in reverse chronological order (i.e. most recent first and work backwards). As a skills-based resume, it is not necessary to include any bullet points beneath each position.

Title of Position **20xx - 20xx**
Name of Company/Organization, City, Province/Country

Title of Position **20xx - 20xx**
Name of Company/Organization, City, Province/Country

VOLUNTEER EXPERIENCE (Optional)

This section may be omitted if its content is not relevant. You may also include your volunteer work under your “Extracurricular Activities” heading. Follow the guidelines used for outlining your “Work Experience” above and include the title of your position, the name of the organization and the dates you were associated with this organization.

Title of Volunteer Position **20xx - 20xx**
Name of Company/Organization, City, Province/Country

EXTRACURRICULAR ACTIVITIES (Optional)

Can include current volunteer work (if not including a volunteer experience section), as well as sports activities, hobbies, club/group memberships. Include your student memberships in professional organizations such as CIPS, IEEE, Commerce Society, etc. Try to avoid listing activities from high school as your list should be current. Extracurricular activities can demonstrate: teamwork skills, leadership abilities (i.e., Club President, Team Captain), time management (i.e., balancing academic and recreational activities), and organizational skills (i.e., planning events).

- Member, Student Association of Career Development, 20xx



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