

SKILLS BASED RESUMES

NAME

Address

City, Province, Postal Code

Phone Number email address

Portfolio or LinkedIn URL (optional)

CAREER OBJECTIVE (Optional)

A career summary provides an excellent opportunity for you to briefly summarize your qualifications and convince the employer to read the rest of your resume. The summary should be targeted to the job you are applying to and highly specific experiences, skills and training related to the position advertised. A career summary can be used instead of a career objective and skills profile. You can also substitute a Career Objective and Skills Summary here.

EDUCATION

Title of Degree

Year –Year (or Present)

Carleton University, Ottawa, ON

- Relevant Courses/ Special Projects:
- 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 coordinated a meet and greet gathering for students in
- Effectively supervised volunteers to assist with a successful fund-raiser for.....



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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

Name of Company/Organization, City, Province/Country

Year – Year

Title of Position

Name of Company/Organization, City, Province/Country

Year – Year

VOLUNTEER EXPERIENCE (Optional)

This section may be omitted if its content is not relevant. You may also include your volunteer work under your “Extra-curricular 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

Name of Company/Organization, City, Province/Country

Year –Year

EXTRA-CURRICULAR 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**. Extra- curricular 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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