

# SKILL-BASED RESUMÉ

## NAME

Address, City, Province, Postal code (optional)

Phone number

Email address

Portfolio, blog, website, LinkedIn (optional)

## SUMMARY OF QUALIFICATIONS

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Include the most important points you want to highlight to the employer. They typically include education, relevant experience, soft skills, computer/technical skills and languages. Tailor points to the position you are seeking.

- Fourth year student in communication at the University of Ottawa
- Excellent communication and interpersonal skills honed through two years' customer service experience
- Proficient in Microsoft Word, Excel, PowerPoint and SMART Board
- Fluent in English and French, beginner's Spanish

## EDUCATION

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Include the important details of your education. You can also include relevant courses, projects or the title of your thesis (if applicable).

### Degree title

year – present

Institution, City, Province

- Relevant courses, projects, title of thesis, GPA (if impressive)
- Scholarships, awards, Dean's list
- Expected graduation date: month, year

## SKILLS AND ABILITIES

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Choose three categories of skills relevant to the position you are seeking, such as organizational, interpersonal, communication, customer service or technical skills. Since a skill-based resum  focuses on transferable skills, you can include examples from your academic, extracurricular, work or volunteer experience.

### Skill set

- Use accomplishment-based statements to structure your bullet points.
- Use action verbs that demonstrate specific skill sets.
- Be consistent with your verb tenses and pay close attention to grammar and punctuation.

### Organizational skills

- Coordinated logistics, catering and transportation for an annual conference on health promotion to ensure the smooth running of the event
- Managed the schedule for a group of 40 volunteers attending the...
- Organized the focus groups for a study on... to help implement the marketing strategy

### Research and analytical skills

- Researched and collected data on the integration of children with attention-deficit hyperactivity disorder in primary schools, resulting in the development of a resource document for teachers
- Collected and analyzed information to formulate a qualitative research report on...
- Researched...resulting in a publication on...

### Communication skills

- Delivered presentations to groups of over 50 participants for the Annual Health Promotion Fair to promote the event and recruit volunteers
- Wrote and edited advertisements for...
- Collaborated with partner institutes and associations to organize...

Name

## **WORK EXPERIENCE (optional)**

List your work history in reverse chronological order. The focus of a skill-based resumé is on the transferable skills listed under the Skills and Abilities section. Therefore, it is not necessary to include bullet points for work experience that is not relevant to the position you are applying for.

**Title of position**

month year – month year

Name of organization, City, Province

## **VOLUNTEER EXPERIENCE (optional)**

Use the same format and guidelines as in the Work Experience section above. You can omit this section if the content is not relevant.

**Title of volunteer position**

month year – present

Name of organization, City, Province

## **TRAINING AND CERTIFICATIONS (optional)**

Include any training or certifications that are relevant to the position you are seeking, in reverse chronological order.

**Title, Organization, City, Province**

year

**TOEFL**, Education Testing Service, Ottawa, ON

year

**CPR Level C**, Canadian Red Cross, Ottawa, ON

year

## **AWARDS AND ACHIEVEMENTS (optional)**

Include impressive scholarships and any relevant achievements from past jobs or education, for example, in reverse chronological order.

**Title, Organization**

year

**Dean's honour list**, Faculty of Arts, University of Ottawa, ON

year – year

**Admission scholarship**, University of Ottawa, ON

year

## **EXTRACURRICULAR ACTIVITIES (optional)**

Include sports, travel, hobbies, clubs, groups or professional association memberships, as well as volunteer experience (if not already included in the Volunteer Experience section). Activities listed should be current. You can highlight extracurricular activities that demonstrate skills, such as teamwork, leadership or time management.

**Professional association membership:** Ottawa Marketing and Communications Association

**Travelling:** Explored love of culture and travel through trips to Europe and Latin America

**Hobbies:** Greatly enjoy blogging and web design