

Sample Skills Based Resume – Actual ‘standard’ length - two pages

Your Name

Street Address

City, Province and Postal Code

Phone (including area code), Alternative or cell phone (including area code)

e-mail address

Objective

Doing what (*specific work tasks*) **for/with whom** (*type of industry, client group, area of company*)

Highlights

- An *accomplishment or *competency or *demonstrated characteristic needed by the receiver of this resume (and/or)
- Relevant credentials or training, including education (and/or)
- An *accomplishment desired in the job/work targeted by this resume (and/or)
- A *competency needed/valued for this job/work (and/or)
- Number of years experience in the field or line of work
**(reflected in the details below)*

Experience and Relevant Accomplishments

Skill Set #1 (*primary skill set for the job above and directly relevant to work tasks*)

- An accomplishment from work, school or volunteering that illustrates or documents a skill in this skill set
 - A sub-statement elaborating on how achieved or providing context for this skill
- Another accomplishment from work, school or volunteering that illustrates or documents a skill in this skill set
- A competency demonstrated, desired in the job/work targeted, including scope of personal ability and clear explanation of individual contribution

Skill Set #2 (*another skill set for the job above and directly relevant to work tasks*)

- An accomplishment from work, school or volunteering that illustrates or documents a skill in this skill set
 - A sub-statement elaborating on how achieved or providing context for this skill
- A competency demonstrated, desired in the job/work targeted, including scope of personal ability and clear explanation of individual contribution
- Another accomplishment from work, school or volunteering that illustrates or documents a skill in this skill set

Skill Set #3 (*another skill set for the job above and directly relevant to work tasks*)

- A competency demonstrated, desired in the job/work targeted, including scope of personal ability and clear explanation of individual contribution
 - A sub-statement elaborating on how achieved or providing context
- Another accomplishment from work, school or volunteering that illustrates or documents a skill in this skill set

Skill Set #4 (*another skill set for the job above and directly relevant to work tasks*)

- A competency demonstrated, desired in the job/work targeted, including scope of personal ability and clear explanation of individual contribution

Work History

200X – present

Job Title

Company Name, City, Province

199X – 200X

Job Title

Company Name, City, Province

199X – 199X

Job Title, Volunteer

Company Name, City, Province

Professional Affiliations

Organization

Membership Since 200X

Organization

Membership Since 200X

Position Held

Education and Training

- Degree/Diploma/Certificate, where and when completed/anticipated completion
- Credentials, related and currently held
- Related professional development, courses, conferences, where and when attended

References & Portfolio Available