



## **Skills-Based Resume Template**

### **Name**

Contact information: email, phone, address:

### **Profile**

*Describe your knowledge, skills, abilities, and interests and how it aligns with what you are looking for.*

### **Skills/Qualifications**

*These should be the competencies that make you aligned with the job requirements. Transferable skills are key to a skills-based resume. Align your knowledge, skills, abilities, and interests with the type of jobs you are interested in. Include experience regardless of whether it was a paid job. Knowledge and skills come from a variety of resources such as education, volunteer work, research, paid positions, internships, apprenticeship programs, etc.*

### **Accomplishments**

Examples of your knowledge. Skills and abilities. Validate why you are qualified. Give specific examples but again, does not need to be just from a paid position.

### **Work History**

*Just include the dates of employment, Name of Company, and Job Title. You should have captured your experience in the Skills/Qualifications and Accomplishments section. The goal is to showcase you and get an interview. Where you received specific experience can be discussed during the interview.*

**Dates of employment**

**Company Name**

**Job Title**

### **Education**

*Put in the name of the school and degree or training received along with any certifications.*

### **Credentials and Certifications**

*List any credentials outside of educational degrees in this area.*

### **Volunteer, Committees, etc.**

*If you have been involved with various committees, served on boards, or volunteer work that is captured in your Skills and Qualifications, include it on your resume.*