

Skills Format Resume -Example



Your Name
Address – Phone – Email

OBJECTIVE:

State in one line the job you want. Make it concise.

EDUCATION:

Your education and GPA's if applicable and/or a new grad.

SKILLS:

Functional grouping of skills (i.e. Marketing/Sales/Promotions OR Programming/Testing)

- Bullet points of what your experience is in this area.
- Focus on SAM (Saved, Achieved, Made) What did you save, or achieve or make for the company you worked for. Did you save the company money with a new idea or process? Did you sell (achieve) more than anyone else? Did you beat a project deadline?

Repeat above until all your functional areas of experience are covered.

WORK EXPERIENCE:

Title – Company & Dates of employment

Notice that details of the employment are not included. This is the core of a Skills Format Resume. The point here is to show you were employed without going into detail about the specifics of the job.

Repeat above until all your job history is covered for the last 10 years or less.

ACTIVITIES:

List your associations, sports activities, (tread lightly or omit religious activities)