

# CONTACT INFORMATION - Resume V1

**JOB-RELATED SKILLS:** 2-3 sentences that describe your best qualities, or the kind of skills that will make you an asset/bring to the job. Try to tailor it to the ad that you are replying to.

## ACCOMPLISHMENTS (OR SUCCESSFUL PROJECTS)

- Try to list at least 4 or 5 projects/gigs/assignments that you have done that you consider successful.
- Make each bullet point no longer than 2-3 sentences but convey how or why you consider it an accomplishment.
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**IF YOUR MAIN EMPHASIS IS YOUR RECENT EDUCATION OR CERTS:**  
Then dedicate the next few paragraphs to your education and any internships.

**IF YOUR NEXT DESIRABLE QUALITY IS YOUR SKILLS :**  
Then list the skills you have, programs you know, any special knowledge you may have with special needs people, ability to understand technical terminology, experience with unusual situations. **AND DON'T FORGET TO LIST THE LANGUAGES YOU CAN SPEAK AND/OR READ...** more and more employers are looking for multilingual employees..

Instead of "work history" why not put "Relevant Experience" that way you can also list volunteer jobs and work done for your community or church. If you list the name of the company and the duties you performed, (or your responsibilities) that's all they need to tell the story.