

CONTACT INFORMATION-ResumeV2

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.

IF THE JOB DESCRIPTION MATCHES YOUR SKILL SET PERFECTLY

- Sell your skills right at the top! In fact expand on the list by indicating experience level, unique use.
- Make each of the skills and important part of your work, or interest.
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IF YOUR SPECIAL SKILLS ARE THE RESULT OF RECENT EDUCATION:
Then dedicate the next few paragraphs to your education and any internships.

YOU HAVE MANY OTHER SKILLS TO CONTRIBUTE... If a longer list of skills sounds better than any work history, dedicate this area to other areas of knowledge. Any Programs you know, any 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.