

# CONTACT INFORMATION - Resume V3

**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.

## KEY ASSETS I BRING TO THE JOB

- There are time it does make sense to toot your own horn. You may be the perfect combination of personality and skills.
- Make sure that you show not only your assets, but why you know they are important.
- Try not to be too modest. But be sure not to imply a deeper level than you do have.
- Mentoring... it always helps to indicate that you "play well with others" like to help and are eager to learn more.

## IF YOU ARE USING YOUR SKILL MIX :

Then list those skills you mentioned and how you acquired them. If possible, indicate where that mix of skills has come in handy. Of course 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..

## SINCE YOU ARE ALL IN SCHOOL, THEN GIVE THEM MORE THAN JUST YOUR DEGREE:

You've had to take a lot of classes to get that degree, and with each one you've acquired more skills. So under your degree, list the classes and skills learned so the resume reviewers get a better understanding... (and if the company is using a database, then you've just added some more key words that will up your ranking)

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're changing careers, or just re-entering the workforce, then keep your dates vague (no one really needs to know the exact day and month anyway) But no doubt you've done your share of community service... If you list the name of the company and the duties you performed, (or your responsibilities, or what you learned) that's all they need to know.