

RESUME QUICK SKILLS EXERCISE

Print and use the following exercise to assist you in better understanding – and appreciating! – knowledge and skills you’ve acquired through education, work, and extracurricular experiences, so you can more effectively communicate this on your resume!

- 1st Column:** List titles of jobs you’ve held, internships, leadership positions in student organizations, and volunteer experiences that you plan to list on your resume.
- 2nd Column:** List a description of the tasks you performed on each job – use ACTION VERBS.
- 3rd Column:** Turn those tasks into Functional Skills & Personality Characteristics you developed and applied in performing those tasks.

Then, evaluate the 2nd and 3rd columns for skills and personal qualities that directly relate to the position or field you are targeting in your job search, and underline these for inclusion on your resume – AND to convince an interviewer that you have the skills they require!

EXAMPLE

JOB TITLE & Place of Employment	TASKS PERFORMED	FUNCTIONAL SKILLS & PERSONALITY CHARACTERISTICS DEVELOPED & APPLIED
Student Assistant Office of Admissions Southeastern Louisiana University 2003-2004	Performed office administration functions including assisting students with application to university, organizing and updating student files, corresponding with prospective students re: status of application. Utilized PeopleSoft software to perform office activities. Assisted professional staff with freshmen orientations to the university.	Customer service skills, including friendly and courteous interaction with prospective students; attentive listening skills; patience in addressing concerns or complaints. Administrative skills including attention to detail, planning and organizational skills, analyzing information to make decisions, ability to work under pressure of deadlines, and managing multiple tasks simultaneously.

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