

## Skills Based Resume Activity

NAME \_\_\_\_\_ ADVISOR \_\_\_\_\_

CLASS \_\_\_\_\_ DATE \_\_\_\_\_

GRADUATION YEAR \_\_\_\_\_

To build a Skills Based resume, you need to think about all the skills you use in your everyday life, through sports, hobbies, musical talents, etc. Think about skills that would help you get a job. In talking with friends, do you listen well? In playing a sport, do you use teamwork and memory skills? Do you manage your time well as you balance your school and extra curriculum activities? Have your years of playing a musical instrument given you discipline skills as well as patience?

What are your activities and what skills do you use in those activities?

ACTIVITY	SKILLS USED IN ACTIVITY (1-3)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Once you list the activities and skills, talk with someone sitting by you about your list. Have them help you see if there are some skills you have forgotten. Have a goal of a minimum of 2 skills per activity.

Once your 8 activities and skills are completed, turn the page over and look at the verbs listed and defined. This will help you complete the tasks to write a skills based resume.

achieved  
advanced  
analyzed  
applied  
approved  
arranged  
assisted  
built  
completed  
conducted  
coordinated  
created  
decided  
designed  
directed  
discovered  
displayed  
enlarged  
established  
evaluated

founded  
guided  
improved  
installed  
instructed  
introduced  
invented  
led  
located  
maintained  
managed  
marketed  
obtained  
operated  
originated  
performed  
persuaded  
placed  
proposed  
proved  
published

reduced  
regulated  
reorganized  
reported  
researched  
reviewed  
revised  
saved  
secured  
served  
simplified  
sold  
sorted  
strengthened  
succeeded  
supervised  
supported  
tutored  
verified  
wrote

Rewrite your activities from the other side. Now think of verbs that would describe your activity and skills you used. Using verbs can help you describe your skills in a resume.

ACTIVITY	VERBS TO DESCRIBE THE SKILLS NEEDED
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Once your lists are complete, go to the Career Learning Page on the District Web Site (<http://www.csd509j.net/>), and click on the Resume Template to complete a Skills Based resume. Click on the template and type in your information. Save a copy of your resume to your H-Drive and print off a copy to be turned in.