



Skills-Based Resume Activity

NAME _____ ADVISOR _____

CLASS _____ GRADUATION YEAR _____

TEACHER _____ DATE _____

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.