

This is one example of how to build a skills-based resume. The format is not appropriate for all settings but may be more effective than a traditional resume when transitioning from student work to a profession, or into a new career field. Use this template in conjunction with the guidance provided on WSU's Resume Guide.

Sofia Garcia

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EDUCATION

Weber State University, Ogden, UT

Bachelor of Arts Degree: English: Professional & Technical Writing; Minor: Art

Expected: Date

Associate of Arts Degree: General Studies

Date

HIGHLIGHTED SKILLS & QUALIFICATIONS

Select 3-5 of your skills that directly relate to the target job. These skills could have been learned in any setting: classroom, internship, professional, volunteer, personal. Your goal is to clearly describe how you meet the qualifications they are seeking.

Manual Creation and Document Editing

- Describe each skill with 3-5 bullet points. Include industry terminology.
- (Ex.) Review published materials and recommend revisions in scope, format, content, and methods of binding

Writing and Reporting

- Begin bullets with a variety of strong, present tense action verbs.
- (Ex.) Arrange and conduct interviews with credible sources, establishing and maintaining positive connections

Graphic Design

- Describe WHAT you can do and HOW you do it, including numbers when possible.
- (Ex.) Maintain archive of over 300 images, photos, and previous work products utilizing excellent organizational skills

ADDITIONAL SKILLS

List 5-9 additional professional and technical skills identified in the job description or that would help you stand out.

Critical Thinking

English & Spanish Fluency

SEO Marketing

Leadership

Screenwriting

Adobe Illustrator, InDesign

WORK & INTERNSHIP EXPERIENCE

Your work HISTORY is important, even if it is not directly related to the target job. Avoid gaps in your work history whenever possible. Include your recent positions with little to no job description depending on the relevance of your responsibilities.

Title, Company, SLC, UT

Date

Title, Company, Ogden, UT

Date

Title, Company, Riverdale, UT

Date

Primary accomplishments in these roles:

Highlight primary accomplishments from any of the above roles to showcase additional skills and abilities, as needed.

- Trained and supervised 75 new employees while assisting with opening 3 new restaurant locations
- Increased sales by 20% over a 6 month period, exceeding company goals and expectations

VOLUNTEER & LEADERSHIP EXPERIENCE

Title, Club Name, SLC, UT

Date

Title, Organization, Brigham City, UT

Date