



Basic Skills Resume

From 'The Quick Resume and Cover Letter Book'

Michael Farr, Career and Job Search Author

This resume is a good example of how a skills resume can help someone who does not have the best credentials. It allows the job seeker to present school and extracurricular activities to good effect. It is a strong format choice because it lets her highlight strengths without emphasizing her limited work experience. It doesn't say where she worked or for how long, yet it gives her a shot at many jobs.

You'll get the best results from a skills resume by using it when you have a referral to an organization instead of using it to apply cold or to an ad. Since the skills resume usually doesn't list specifics of work history, many employers will toss it out in favor of your competitors' resumes that do. So, stick with using the skills resume primarily when you're networking for a job.

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Objective

Sales-oriented position in a retail sales or distribution business.

Skills and Abilities

- **Communications** -- Good written and verbal presentation skills. Use proper grammar and have a good speaking voice.
- **Interpersonal Skills** -- Able to get along well with co-workers and accept supervision. Received positive evaluations from previous supervisors.
- **Flexible** -- Willing to try new things and am interested in improving efficiency on assigned tasks.
- **Attention to Detail** -- Concerned with quality. Produce work that is orderly and attractive. Ensure tasks are completed correctly and on time.
- **Hard-working** -- Throughout high school, worked long hours in strenuous activities while attending school full-time. Often managed as many as 65 hours a week in school and other structured activities while maintaining above-average grades.
- **Customer Service** -- Routinely handled as many as 500 customer contacts a day (10,000 per month) in a busy retail outlet. Averaged lower than a .001 percent complaint rate and was given the "Employee of the Month" award in second month of employment. Received two merit increases.

- **Cash Sales** -- Handled more than \$2,000 a day (\$40,000 a month) in cash sales. Balanced register and prepared daily sales summary and deposits.

- **Reliable** -- Excellent attendance record; trusted to deliver daily cash deposits totaling more than \$40,000 a month.

Education

Franklin High School, 2001-2004. Classes included advanced English. Member of award-winning band. Excellent attendance record. Superior communication skills. Graduated in top 30 percent of class.

Other

Active gymnastics competitor for four years. Learned discipline, teamwork, how to follow instructions and hard work. Ambitious, outgoing, reliable and have solid work ethic.

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