

1-PAGE SKILLS RESUME TEMPLATE**Your First and Last Name**

Address, City, State, ZIP

Phone Number

Email Address

OBJECTIVE

Position title (name of the job you are applying for) with (name of company with the job opening) in (name of the city and state where the company is located).

PROFESSIONAL EXPERIENCE*SKILL AREA ONE*

- Pick 3 - 6 of your skills and the corresponding accomplishment statements that best match the job-posting announcement.
- Look at the first skill or requirement that you see in the job posting. What you see first is often the most important qualification or skill that the employer wants to find when they advertise a job opening.
- Check out www.OnetOnline.org if you need helpful lists of the tasks, tools and technology, knowledge, skills and abilities and work activities for your current or previous job titles.

SKILL AREA TWO

- Place your strongest skill at the top of each Skill Area section.
- Use relevant information from any job that you listed in your employment history.
- Do not include a Skill Area that is not supported by past employment.

SKILL AREA THREE

- A resume is a marketing tool, a personal "brochure." Make it easy to read and understand.
- Avoid uncommon acronyms. The hiring decision maker that reads your resume must quickly understand what you have to offer, your experience, your skills and your qualifications.
- Start each statement with a verb that shows the reader what you did, why you did it or what your results were.

EMPLOYMENT HISTORY

(Typically, go back no more than 10 years for your employment history.)

Include jobs back to 15 years if they are relevant to the job opening or you need the years of experience to be qualified.)

Job Title, Company Name, City, ST

YEAR – YEAR

Job Title, Company Name, City, ST

YEAR – YEAR

Job Title, Company Name, City, ST

YEAR – YEAR

EDUCATION

Your Degree, Certification or Certificate, Your College, City, State (Omit year if more than 5 years)

- Include your GPA if over 3.0 and degree, certification or certificate was completed in last 5 years
- If no degrees keep same format and include how many credits earned or anticipated graduation date.
- If a high school diploma or GED® is your highest education level, be sure to include it. Omit listing your high school if you have attended a post-secondary educational institution.

AWARDS, CERTIFICATIONS & ADDITIONAL TRAINING

(List company sponsored training, awards or certifications that best match the job opening requirements.)