

SKILLS YOU HAVE ACQUIRED

The list below will help you in fleshing out the skills section of your resume. You have many skills in addition to computer skills, more than you may realize. Check off those skills you are proficient in to include in your resume.

- Accounting/Finance
- Acting
- Acting as a Liaison
- Advising Others
- Analyzing Information
- Art
- Budgeting
- Case Management
- Communication (Oral & Written)
- Conducting Experiments
- Counseling
- Customer Service
- Editing
- Events Planning
- Events Promotion
- Foreign Languages (List by skill levels:
Reading; Working Knowledge; Proficiency)

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- Fundraising
 - Generating Ideas
 - Group Facilitation
 - Handling Complaints
 - Implementing Ideas
 - International Experience
 - Interviewing for Information
 - Layout/Design
 - Leadership Skills
 - Legislative Lobbying
 - Management
(people/projects/money/resources)
 - Manufacturing Experience
 - Market Research/Compiling Statistics
 - Mediation
 - Meeting Facilitation
 - Motivating Others
 - Music
 - Negotiation
 - Organizational Skills
 - Persuading Others
 - Presentation Skills
 - Problem Solving
 - Proofreading
 - Program Planning/Evaluation
 - Record Keeping
 - Rehabilitating Others
 - Research/Evaluation

- Retail
- Sales/Marketing
- Supervising Others
- Scientific Laboratory Skills: _____
- Teaching (skill/concept to others)
- Technical Writing
- Time Management
- Training
- Volunteer Recruitment & Training
- Working in a Team
- Writing Articles/Reports

COMPUTER SKILLS

Using a Computer:

- IBM
- Macintosh
- Mainframe
- Other(s) _____

Using Software:

- Windows
- Word Processing (*specify programs*):

- Desktop Publishing (*specify programs*):

- Databases (*specify programs*):

- Other _____

TOP SKILLS AND TRAITS EMPLOYERS SEEK IN CANDIDATES

1. Communication Skills (written & verbal)
2. Honesty/Integrity
3. Teamwork Skills
4. Interpersonal Skills
5. Motivation/Initiative
6. Strong Work Ethic
7. Interpersonal Abilities
8. Analytical Skills
9. Flexibility/Adaptability
10. Computer Skills
11. Multicultural Awareness
12. Leadership/Management Skills
13. Loyalty
14. Professionalism
15. Self-Confidence

Source: *Job Outlook 2008*, National Association of Colleges and Employers