



# Steps to Create a Targeted Skills Resume

Different resume formats emphasize different strengths. If you have a number of years of directly related work experience (i.e., you've done the job before), you could emphasize this using a chronological format. But most PCC students and graduates are either entering the work force for the first time or changing careers. Either way, they need to emphasize skills, tools and training in their new career field. Creating a skills-based resume targeted to the desired position best accomplishes that.

## I. Self-Assessment: Define Your Skills/Abilities - (KNOW YOU)

1. Make a list of all your "work-like" experiences & activities ***related to target job***.
  - ◆ Related employment, including part-time, summer & volunteer positions
  - ◆ Internships (cooperative education)
  - ◆ Relevant personal life experience gained from clubs, hobbies, etc.
  - ◆ Relevant school activities (clubs, student government, special projects)
  - ◆ Training – college courses, labs, projects, conferences & workshops.
2. List ***skills, tools, techniques*** you learned & used in each of the above activities.
3. Check out Skill Statements listed on our website (see below address).

## II. Research Your Target Job to Identify Required Skills – (KNOW AUDIENCE)

1. Examine the job posting of your targeted job & make a list of all required skills, abilities, & tools.
2. Supplement scanty job postings by: (1) contacting employer for more information; (2) referring to other job descriptions, such as those in O-Net at <http://online.onetcenter.org/> or the Dictionary of Occupational Titles (DOT) at <http://www.occupationalinfo.org/> ; (3) checking out Skill Statements listed on our website (see below address).

## III. Describe, Group & Title Relevant Skills – (MATCH YOU & POSITION)

1. Choose the most relevant skills & abilities from your list that match the ones required by your target job. If you don't have a perfect match, think about transferable skills that demonstrate similar skills, abilities, and tools.
2. List accomplishments, tasks & projects that demonstrate how you used these skills. Use short skill statements that begin with action verbs (create, organize, assemble, install) & be consistent with verb tense.
3. Group similar skills & accomplishments & give each group a skill heading title (e.g. Payroll Preparation and Taxes; Programming and Development; Staff Supervision/Training; Project Management)

## IV. Write Your Resume – (CREATE YOUR SHOWCASE)

1. Put Objective first – use specific job title of the position
2. Follow with your skill statements & skill headings. This will be the main section of your resume.
3. Then briefly list your Education & Work History. Put most relevant section first.
4. Do not list your references. Use a separate sheet or write *References on Request*.

\* Sample resumes (with skill headings & skill statements), cover letters & reference pages are online at <http://spot.pcc.edu/jobs>. You can also refer to job search and resume books, such as those by Regina Pontow & Yana Parker.

\* Learn how to prepare and submit your resume electronically with our [Electronic Resumes Guide](#).