

# Communication/Writing Tools

Use the following lists to show on your resume the equipment and tools you have used and are familiar with. You may have additional technologies not shown on this list. List your tools in a separate section or under Skills/Qualifications.

## General Communication, Writing & Presentation Tools

**Desktop Publishing:** Adobe Acrobat, FrameMaker, PageMaker, Quark XPress, MS Publisher, MS Office, PTC Arbortext, Crystal Reports

**Web Development:** Adobe DreamWeaver, ColdFusion, MadCap Blaze, HTML/XML, JavaScript, CSS, CGI scripts, WS FTP, Fetch

**HELP Authoring:** Adobe RoboHelp and HelpNDoc, MadCap Flare, Doc-To-HELP

**Graphic Design:** Adobe Photoshop, Illustrator, InDesign and FrameMaker, Corel Draw, DSLR camera

**Multimedia Development/Editing:** Camtasia Studio, MS Visio and PowerPoint, YouTube, Adobe Photoshop, Director, Flash, Presenter, After Effects and Premiere Pro, Apple Final Cut Pro, QuickTime and iMovie, Snagit, GIMP, Avid Media Composer, SmartDraw

**Collaborative Software:** MediaWiki, eXo Platform and Atlassian Confluence, MS SharePoint, MS Project, G Suite, Base Camp, Smartsheet

**Social Media Management:** Sprout Social, Hootsuite, Buffer, Tweetdeck

**Web Content Management:** WordPress, Author-It, ezine, Joomla, ModX, Drupal, Convio, Kintera, TextPattern

**Advertising/Marketing tools:** Facebook Power Editor, Google AdWords, Bing Editor, Google Analytics & DoubleClick, SEMrush, BrightLocal, Salesforce

## Other Technical Tools

**Operating Systems:** Windows OS, Linux, Unix, MAC OS

**Programming Software/Languages:** AppleWorks, Programming Languages (Examples: C/C++/C#, SQL, Java, JavaScript, Python, PHP, Visual Basic, etc.

**Additional Skills (Relevant to Position):** Languages (Examples: Spanish, German, Japanese, etc.), Business Tools (Examples: Databases, Accounting Software), Specialty Tools (Examples: AutoCAD, GIS, Electronic Test Equipment, Medical Records Tracking), etc.

## **Certifications and Training**

Various communications related, including:

ABC - Accredited Business Communicator & CMP - Communication Management Professional  
{International Association of Business Communicators}

Professional Technical Trainer {ITrain, International Association of Information Technology Trainers}

Google Analytics Individual Qualification (IQ)

MTA – Microsoft Technology Associate & MCSD - Microsoft Certified Solutions Developer  
{Microsoft Developer Certifications}